

[Your Company Name]
[Your Company Address]
[City, State, ZIP]

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP]

Dear [Recipient Name],

Thank you for reaching out to us with your business partnership proposal. We appreciate your interest in collaborating with [Your Company Name].

After careful consideration, we have decided not to move forward with a partnership at this time. This decision was made based on our current business strategies and priorities.

We value your interest in working with us and wish you continued success in your future endeavors.

Thank you again for considering [Your Company Name] for this opportunity.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]