

Your Company Name
Company Address Line 1
Company Address Line 2

Date: _____

Recipient Name
Recipient Title
Recipient Company Name
Recipient Address Line 1
Recipient Address Line 2

Subject: Rejection of Contract Offer

Dear _____,

Thank you for submitting your contract offer dated _____. After careful consideration, we regret to inform you that we will not be accepting your offer at this time.

We appreciate your interest in working with us and the effort you invested in preparing your proposal. While this decision was difficult, it was made after thorough evaluation.

Please feel free to reach out if you have any questions. We encourage you to submit offers or proposals for future opportunities.

Thank you again for your interest in collaborating with us.

Sincerely,

Name
Title
Company Name