

Date: _____
To: _____
Company/Organization: _____
Address: _____

Dear _____,

Thank you for submitting your proposal, titled " _____ ", to us.

We appreciate the effort, time, and consideration that went into preparing your proposal. After careful review, we regret to inform you that we are unable to accept your proposal at this time.

Please understand that this decision was made after thorough evaluation of the needs and priorities of our organization.

We encourage you to consider future opportunities with us, and thank you again for your interest and initiative.

Wishing you success in your future endeavors.

Sincerely,

Title: _____

Organization: _____

[This is a sample template for informational use only.]