

Bad News Business Letter Example

Dear Mr./Ms. [Recipient's Name],

It is with regret that I must inform you of some unpleasant news regarding our recent business dealings. Unfortunately, due to unforeseen circumstances beyond our control, we will not be able to proceed with the project as planned.

After carefully considering all options, we have concluded that the project is no longer feasible and would require resources that we cannot allocate at this time. We understand that this news may be disappointing, and we apologize for any inconvenience this may cause.

Please rest assured that we have explored all possible alternatives and have come to this difficult decision only after thorough analysis and discussion. We value our relationship with you and hope that you will understand the circumstances that have led to this decision.

We would like to express our sincerest apologies for any inconvenience that this may have caused.

If you have any further questions or concerns, please do not hesitate to contact us. We appreciate your understanding and look forward to continuing our business relationship in the future.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Company]