

Professional Rejection Letter

Subject: Proposal/Request Declined

Dear [Recipient Name],

We sincerely appreciate your interest in collaborating with [Company Name] and thank you for submitting your proposal/request. After thorough review, we regret to inform you that we will not be moving forward with your proposal at this time.

This decision does not reflect on the quality of your work, but rather our current business needs and priorities. We hope to have the opportunity to collaborate in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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