

Professional Refusal Letter

Subject: Response to Your Request

Dear [Customer Name],

Thank you for reaching out to us regarding [specific request]. After careful consideration, we regret to inform you that we are unable to fulfill your request at this time due to [reason, e.g., company policy, product limitations, or service unavailability].

We value your business and hope this will not affect our ongoing relationship. If you have alternative requests or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Position]

[Company Name]

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