

Official sponsorship decline letter

Subject: Sponsorship Request Decline

Dear [Recipient Name],

Thank you for submitting your sponsorship request for [Event/Project Name]. After careful consideration, we regret to inform you that we are unable to provide sponsorship at this time due to [reason, e.g., budget constraints, alignment issues, or prior commitments].

We appreciate your efforts and encourage you to apply in the future when opportunities become available.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

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