

[Your Name]  
[Your Position]  
[Your Organization]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my sincere gratitude for the partnership proposal extended by [Recipient's Organization]. We have given your offer considerable thought and appreciate the potential benefits it may hold for both parties involved. After thorough evaluation and careful consideration, we have decided not to proceed with the partnership at this time. This decision was not made lightly, and it in no way reflects any shortcomings on your part or on the value we see in [Recipient's Organization].

We believe that our current strategic priorities and resources need alignment more closely with our existing commitments before engaging in new partnerships. It is imperative for us to remain focused on these priorities to ensure the continued growth and success of [Your Organization].

Our decision is based on the current landscape and strategic considerations, and it should not be interpreted as a permanent stance on future collaborations. We maintain a high regard for what [Recipient's Organization] has achieved and continue to be respectful proponents of your work. We remain open to exploring potential avenues for collaboration when circumstances are more conducive.

We are hopeful that our paths may cross again under different circumstances, and invite ongoing dialogue between our organizations to foster a positive relationship moving forward.

Thank you once again for your kind offer and understanding. We wish [Recipient's Organization] continued success in all future endeavors.

Warm regards,

[Your Name]  
[Your Position]  
[Your Contact Information]