

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

Subject: Rejection of Proposed Terms - [Project/Contract Name]

Dear [Recipient Name],

Thank you for submitting the proposed terms for the upcoming agreement regarding [Project Name/Service].

After a thorough review, we are unable to accept the proposal in its current form. Specifically, the following terms are considered unacceptable:

- [Insert Point 1: e.g., Payment Schedule]
- [Insert Point 2: e.g., Liability Clauses]
- [Insert Point 3: e.g., Delivery Timelines]

We value our professional relationship and remain interested in working together. However, for this partnership to proceed, we require terms that more closely align with our operational requirements and industry standards.

We invite you to submit a revised proposal that addresses these concerns. Alternatively, we are open to scheduling a meeting to discuss a mutually beneficial arrangement.

Please let us know if you intend to resubmit by [Insert Date].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]