

[Date]

[Prospect Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Regarding your proposal for [Project Name/Services]

Dear [Prospect Name],

Thank you for the opportunity to submit a pitch for [Project Name]. We enjoyed learning more about your goals and discussing how our team could support your objectives.

After reviewing the budgetary requirements discussed during our recent meeting, it has become clear that there is a significant discrepancy between the project's scope and the allocated investment. At this time, we are unable to align our service fees with the proposed budget without compromising the quality and resources necessary to deliver the results you expect.

As a result, [Your Company Name] will not be moving forward with this engagement at this time. We believe it is in your best interest to work with a partner whose fee structure better aligns with your current budget parameters.

We appreciate your interest in our services and wish you the very best in the successful completion of your project. Please feel free to reach out in the future should your project requirements or budget shift.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]