

[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Subject: Return of Pitch Materials - [Project Name/Title]

Dear [Recipient Name],

Thank you for submitting your pitch materials regarding [Project Name/Title] for our consideration.

After reviewing the documents provided, we have decided not to move forward with this proposal at this time. Our decision does not reflect on the quality of your work, but rather our current internal priorities and creative direction.

In accordance with our company policy regarding unsolicited or non-engaged submissions, we are returning all physical copies of your pitch documents herewith. We have not retained any copies, digital or otherwise, in our files.

We appreciate the opportunity to review your concepts and wish you the best of luck with the development of this project elsewhere.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Enclosures: [List specific documents being returned]