

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

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

Subject: Response to Request for Proposal (RFP) - [Project Name/Reference Number]

Dear [Recipient Name],

Thank you for providing [Your Company Name] with the opportunity to submit a proposal and pitch for the [Project Name] project. We appreciated the chance to learn more about your organization's goals and requirements.

I am writing to formally notify you that, after careful consideration, we have decided not to move forward with a formal engagement at this time. This decision was based on [briefly mention reason, e.g., current capacity, strategic alignment, or specialized technical requirements].

We appreciate the time your team invested in the RFP process. We wish [Recipient Company Name] the very best in the successful completion of this project and look forward to the possibility of collaborating on future opportunities that may be a better fit.

Sincerely,

[Your Signature]

[Your Printed Name]