

[Date]

[Freelancer Name]

[Freelancer Address]

[City, State, Zip Code]

Subject: Proposal for [Project Name/Organizational Development Services]

Dear [Freelancer Name],

Thank you for submitting your proposal for our upcoming organizational development project. We appreciate the time and effort you took to detail your approach and share your expertise with us.

After a thorough review of all submissions, we have decided to move forward with another candidate whose specific experience and methodology more closely align with our current organizational requirements and budget constraints.

Please note that this decision is based on our specific needs for this particular project and is not a reflection of the quality of your professional background. We were impressed by your [mention a specific strength, e.g., experience in change management] and will keep your contact information on file should a suitable opportunity arise in the future.

We wish you the very best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]