

[Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip Code]

Dear [Contractor Name],

Thank you for submitting your proposal to provide freelance executive search services for [Company Name]. We appreciate the time and effort you put into outlining your approach and sharing your credentials with us.

After a thorough review of all the proposals received for this project, I am writing to inform you that we have decided to move forward with another provider at this time. This decision was based on our specific project requirements and our current strategic needs.

Please note that our decision is not a reflection of your professional qualifications or the quality of your proposal. We were impressed with your background in executive recruitment and will keep your information on file for potential future opportunities that may align with your expertise.

We wish you the best of luck with your professional endeavors and thank you again for your interest in working with [Company Name].

Best regards,

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