

[Your Company Name]
[Your Company Address]
[Company Contact Information]

[Date of Letter]

[Contact Name]
[Contact Title]
[Contact Address]
[CC Contact List, if applicable]

[RE: Request for Proposal Document Number or Summary Statement]

Dear [First Name Last Name],

Thank you for considering us as a partner for your upcoming [project name]. We appreciate the show of confidence this opportunity represents and look forward to the opportunity to continue to serve you.

We value our relationships with our customers and want to be viewed as a reliable and trustworthy partner. For this reason, on occasion, we must regretfully pass on opportunities where we are not in a position to add value. While, unfortunately, we are not able to bid on this particular opportunity, we look forward to the possibility for collaboration in the future.

Regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Details]

CC: [Names of Contacts at your company who can help answer questions]