

[Insert the Sender's Address]

----- **[Address Line1]** -----

----- **[Address Line 2]** -----

[Insert the Date of sending the letter]

[Insert the Receiver's Name]

[Insert the Receiver's Address]

----- **[Address Line1]** -----

----- **[Address Line 2]** -----

Dear Mr./ Mrs./ Ms. [Insert the name of whomsoever it is concerned to]

SUB: [Insert the subject concerned to the letter]

Greetings of the day!

We recently received your proposal for a contract regarding [Insert the necessary details of the proposed contract]. We are obliged towards the amount of effort you have put forth in being a part of our company.

The company aims towards [write about a few objectives the company aims at]

However, this contract does fail to match our company policies and holds a different target market. A contract like this, would not be able to generate enough monetary benefits for the company.

Thus, after careful consideration and consulting with our advisors, the management has come to the decision that we will not be able to proceed with the contract.

We would want to extend our apologies for the same and we hope that you would understand our reason for the decline of this contract.

[Insert the name of the sender's organization] wishes you the very best for all your endeavors and if the future allows, we look forward to meeting with you very soon.

Thanks, and Regards,

[Insert the Full Name of the Sender]

[Insert the Designation], [insert the name of the organization]

[Insert the Contact Details]