

[Date]

[Agency Name]

[Contact Person Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Registration Status Update - [Company Name]

Dear [Contact Person Name],

Thank you for your interest in registering with [Company Name] and for submitting your agency credentials for review.

After a thorough evaluation of our current operational requirements and our existing vendor portfolio, we are unable to accept your agency registration at this time. We receive a high volume of inquiries and must limit our partnerships to align with our immediate capacity and specific project needs.

Please note that this decision is not a reflection of your agency's capabilities, but rather a result of our current strategic priorities. We will keep your information on file should our requirements change in the future.

We appreciate the time you took to introduce your services to us and wish you continued success in your business endeavors.

Regards,

[Your Name]

[Your Title]

[Company Name]