

[Date]

[Prospective Client Name]
[Prospective Company Name]
[Address]

Dear [Prospective Client Name],

Thank you for reaching out and considering our firm for your [Project Type/Service] needs. We appreciate the opportunity to review your proposal.

After carefully reviewing our current project load and client commitments, we have determined that we are at full capacity and cannot take on new clients at this time. To ensure that we provide the highest quality of service to our existing portfolio, we must decline this partnership.

We expect our availability to change by [Approximate Date/Quarter]. If you are still seeking assistance at that time, please feel free to contact us again.

We wish you the best of luck with your project.

Sincerely,

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