

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Portfolio Review Regarding [Project/Account Name]

Dear [Applicant Name],

Thank you for submitting your portfolio and expressing interest in partnering with [Company Name]. We have carefully reviewed your materials and the requirements of your proposal.

At this time, we are unable to accept your portfolio or move forward with a professional engagement. Our current business strategy and service capabilities are strictly limited to specific geographic regions. Unfortunately, your primary location falls outside of our authorized service area.

Please note that this decision is based solely on geographic limitations and does not reflect the quality of your work or your professional standing. We must adhere to these boundaries to ensure we provide the highest level of support and compliance to our existing clients.

We will keep your contact information on file should our service areas expand in the future. We wish you the best of luck with your endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]