

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Thank you for reaching out to [Company Name] and providing details regarding your project, [Project Name/Portfolio Name].

After a thorough review of the requirements and goals you outlined, we have determined that the scope of this project falls outside our current areas of expertise and service offerings. Specifically, our firm focuses on [Mention Core Focus, e.g., Small Business Tax / High-End Residential Design], and your needs require [Mention Specific Out-of-Scope Requirement].

As a result, we are unable to accept your portfolio for representation at this time. We believe it is in your best interest to work with a firm that specializes in your specific requirements to ensure the best possible outcome.

We appreciate you considering us for your project and wish you the best of luck in finding the right partner.

Sincerely,

[Your Name]

[Your Title]

[Company Name]