

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Dear [Client Name],

Thank you for reaching out to [Your Firm Name] regarding the retained search for your upcoming [Job Title] vacancy. We appreciate the opportunity to review your requirement and learn more about your organization's goals.

After careful internal review of our current portfolio and existing commitments, I am writing to inform you that we are unable to accept this specific assignment at this time.

Our decision is based on our commitment to maintaining the highest level of search quality and dedicated resources for our active clients. We do not believe we can provide the specific focus this search deserves given our current capacity in the [Industry/Sector] space.

We have high regard for [Company Name] and would welcome the opportunity to discuss future requirements when our portfolio allows for a new engagement. If you wish, I would be happy to recommend several reputable firms that specialize in this area.

Thank you again for considering [Your Firm Name]. We wish you the very best in securing the right talent for this critical role.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]