

[Date]

[Applicant Name]

[Applicant Company/Studio]

[Address]

Dear [Applicant Name],

Thank you for reaching out and sharing your portfolio with [Agency Name]. We appreciate the opportunity to review your work and learn more about your services.

After careful consideration, we have decided not to add any new partners to our external creative roster at this time. Our current list of collaborators meets our immediate project needs, and we are not looking to expand our network in the near future.

We have added your information to our database, and we will contact you if a specific project arises that aligns with your expertise. Please feel free to send us an updated reel or portfolio in six to twelve months.

Thank you again for your interest in collaborating with us. We wish you the best of luck with your current projects.

Best regards,

[Your Name]

[Your Title]

[Agency Name]