

[Date]

[Recipient Name]

[Recipient Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for reaching out to [Company Name] regarding the sponsorship opportunity for [Event/Project Name]. We appreciate the time you took to share your proposal with us.

After careful consideration, we regret to inform you that we are unable to provide sponsorship at this time. Our budget for the current period has already been fully committed to other initiatives, and we must decline many worthy requests such as yours.

This decision does not reflect on the quality or importance of your work. We wish you great success with your upcoming event and hope you achieve your fundraising goals.

Thank you again for thinking of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]