

# Non Engagement Letter

**To**

Dear \_\_\_\_\_,

I hope this letter finds you well. This letter is further to our meeting on \_\_\_\_\_. On behalf of myself and our Company, we thank you for your interest in engaging with our team. We appreciate the time and effort you dedicated to submitting your proposal.

After careful consideration and evaluation of various factors, including our current requirements and objectives, we are sorry to inform you that we have decided not to proceed with engaging your services at this time. While your proposal was compelling, we have chosen to explore alternative options that align more closely with our immediate needs and long-term goals.

I want to emphasize that our decision should not diminish the value of your proposal nor the expertise you possess. Your professionalism and dedication to delivering quality services/offerings were evident and greatly respected.

We wish you continued success in your endeavors, and we hope that future opportunities may align more closely with our mutual interests.

Thank you once again for your interest in working with our Company. We appreciate your understanding in this matter.

Best regards,

**Name**

**Job Title**

**Date**

**Signature**

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