Reply to Request Letter

[Your name]

[Your address]

[Your contact information]

[Date]

[Name of the Recipient]

[Address of the Recipient]

[Contact Information of the Recipient]

Sub: Letter to respond to a request

Dear [Name of the Recipient],

Thank you for your letter requesting [mention the request in detail] for your new project regarding [mention the type and detail of the project]. We are very impressed with your intelligence, dedication, and hard work in coming up with this plan. It seems to be a very successful endeavor that will yield great results.

Thank you for all your hard work. Unfortunately, we have already invested all the funds allocated for this project and cannot complete any more projects this year.

We hope you will resend us your proposal later this year when we will have more money to complete the project next year, and we will include you on our company list for the next year. We appreciate your understanding of our position and know that accepting your offer would be difficult for us at this time; therefore, we ask for another chance to work with you in the future as soon as possible.

Thank you very much.

With regards,

[Hand-written Signature]

[Date]