

Response Letter to a Request

[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],

We're writing this missive to inform you that we've received your correspondence requesting [mention the request in detail] for your forthcoming project regarding [note the kind and amount of the project]. We are proud of your intellect and effort in bringing this strategy to life. It appears to be a very promising and nearly effective endeavor.

We are sorry to inform you that while we appreciate your hard work, we have already spent the allocated funds on this project. As a result, we no longer have enough money to finish more tasks in [year].

We hope that you will submit another proposal for the project next year, and we'd like to add you on our list for the following year. We would appreciate it if you could understand our challenges with regard to accepting your offer and give us another chance in the future.

Thank you very much for your understanding.

With regards,

[Hand-written Signature]

[Date]