

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Declination of Venture Offer

Dear :

The board has reviewed your current venture offer and it is my regret to inform you that they have rejected the offer. The members of the board feel that an ostrich farm is not within the best interest of the company or the shareholders at this time.

We thank you for your submission and we wish you much success in your future endeavors.

Sincerely,

N A M E