

# Writing bad news messages

Business



Bad News Message Email Dear Mr. Saluda, I just received your request for the Collaborative Peace program to integrate with Quality Construction. I really anticipate your requisition as it reflects about Collaborative Peace as a program for early children education. I appreciate the motive and objective of the program which is to make students learn effective communication and conflict resolution skills.

Reviewing the theme and idea of your program, I really find it interesting and motivating to get it started. Both Quality Construction and Collaborative Peace can attain much from this non-profit project. The problem is of the present incapacity of Quality Constructions as almost all of the work force is engaged in the ongoing projects. The organization is currently dealing with several pipeline projects and it is not in a position to participate in any new nonprofit projects. What I can assure is that our organization can definitely accommodate such programs like yours in the future. It is just the matter of time as we will be able to engage in such collaborative projects. It is our company's policy that we do not take on additional projects until and unless our current projects are in their conclusion phase. We do what we can do right and for that reason I would suggest you to wait for some time, until our organization is well prepared to acquire Collaborative Peace.

I will write to you shortly to inform you of our teams' availability. I would like to reiterate my gratitude for your interest to work with us on the project. I assure that I will be working on Collaborative Peace to get it partnered to Quality Construction soon.

In Kindest Regards

HR Director Quality Constructions