

# Rejection Letter for Unsolicited Vendor Proposal Sample

[Your Organization's Letterhead]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State ZIP Code]

Dear [Vendor Contact Name],

Thank you for your recent proposal submitted to [Your Organization Name]. We appreciate the time and effort you invested in preparing your materials and for your interest in partnering with us.

At this time, however, we are unable to consider unsolicited proposals that were not requested as part of a formal procurement or sourcing process. While we recognize the value of your submission, our current policies and operational requirements prevent us from accepting and reviewing proposals that fall outside our established channels.

Should our needs change, or if we initiate a process for the type of products or services you offer in the future, we will be certain to keep your company and proposal in mind. We encourage you to monitor our website and official communications for any formal Requests for Proposals or business opportunities that may arise.

Thank you again for considering [Your Organization Name]. We wish you every success and hope there may be future opportunities for us to work together under the appropriate circumstances.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]

[Your Email Address]