

Date: [Insert Date]

To,
[Vendor Name]
[Vendor Company Name]
[Vendor Address]

Dear [Vendor Name],

Subject: Notification of Rejection – Quotation Submission for [Project/Item Name]

We appreciate your interest in participating in our procurement process and thank you for submitting your quotation for **[Project/Item Name]** in response to our Request for Quotation (RFQ) dated **[Insert RFQ Date]**.

After careful consideration and a thorough technical evaluation of all submitted proposals, we regret to inform you that your quotation did not meet the required technical specifications and evaluation criteria outlined in the RFQ document. Specific areas in which the submission did not comply with our requirements include, but may not be limited to:

- [Brief description of technical criteria not met #1]
- [Brief description of technical criteria not met #2]
- [Add more points as necessary]

As a result, we are unable to proceed with your quotation for this particular procurement. Please note that this decision was reached based strictly on the evaluation criteria detailed in the RFQ and is not a reflection of your overall capability or reputation.

We value your participation and encourage you to take part in our future procurement opportunities where your products and services may be a better fit for our requirements.

If you would like further clarification on the evaluation or if you have any questions, please feel free to contact us at **[Contact Details]**.

Sincerely,
[Your Name]
[Your Position/Designation]
[Your Organization]
[Contact Information]