

Rejection Letter Template for Vendor Proposal After Shortlist

Dear **[Vendor Name]**,

Thank you for submitting your proposal and for participating in our recent vendor selection process for **[Project/Service Name]**. We appreciate the time, effort, and resources that your team invested in preparing and presenting your proposal.

After careful consideration and a thorough evaluation of all shortlisted proposals, we regret to inform you that we have decided to move forward with another vendor whose solution more closely aligns with our current requirements and objectives.

Please be assured that this decision was not made lightly. Your proposal demonstrated significant strengths, and we sincerely value your interest in working with **[Your Company Name]**.

We encourage you to participate in future opportunities, as we remain open to the possibility of collaboration on upcoming projects. If you have any questions or would like specific feedback on your proposal, please feel free to contact us at **[Contact Information]**.

Thank you once again for your time and interest.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Email/Phone]