

Sample Letter: Rejection of Vendor Proposal Due to Technical Reasons

Date: [Insert Date]

To:

[Vendor Name]
[Vendor Company Name]
[Vendor Address]
[City, State, ZIP Code]

Dear [Vendor Contact Name],

We appreciate the time and effort your team invested in preparing and submitting the proposal for [project or product/service name]. After a thorough and careful evaluation, we regret to inform you that we will not be moving forward with your proposal at this time.

Our decision is primarily based on technical considerations. Specifically, the proposed solution did not meet several critical technical requirements outlined in our Request for Proposal (RFP), including:

- Incompatibility with our existing infrastructure and platforms.
- Lack of required features or functionalities, such as [list relevant missing features].
- Concerns regarding scalability, security, and performance benchmarks necessary for our operations.

While your proposal demonstrated many strengths, these technical shortcomings prevent us from proceeding further at this point. We value the relationship between our organizations and appreciate your interest in partnering with us. We encourage you to address the aforementioned technical gaps for any future opportunities, as we are open to considering updated proposals in subsequent projects.

Thank you again for your participation and understanding. Please do not hesitate to contact us if you would like further feedback on your proposal or if you have any questions.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]