

Sample Rejection Letter for Vendor Proposal (with Feedback)

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

Date: [Date]

Dear [Vendor Contact Name],

Thank you for submitting your proposal for **[Project/Service Name]** in response to our recent request. We appreciate the time, effort, and resources you invested in developing your response and providing us with your insights.

After a thorough review of all proposals received, we regret to inform you that we have decided not to proceed with your submission for this particular project. This decision was based on a comprehensive evaluation process and careful consideration of our current business needs and objectives.

Feedback on Your Proposal

- **Alignment with Requirements:** While your proposal demonstrated many strengths, it did not fully align with some of our key project requirements, specifically in the areas of [briefly mention the relevant areas, e.g., technical specifications, timeline, or deliverables].
- **Budget Considerations:** The proposed costs exceeded our current budget allocation for this project. We encourage you to review our pricing guidelines for future opportunities.
- **Opportunities for Improvement:** We believe your submission would be further strengthened by [mention suggestions, such as providing more detailed implementation plans, including client references, or offering additional value-added services].

We value your interest in partnering with us and encourage you to submit proposals for future projects. Your expertise and commitment to quality are recognized, and we hope to consider your organization for upcoming opportunities.

If you would like additional feedback or have questions regarding our decision, please do not hesitate to reach out to us at [Contact Email/Phone Number].

Thank you again for your time and effort. We appreciate your interest in working with [Your Company Name] and look forward to the possibility of partnering in the future.

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