

Sample Vendor Proposal Declination Letter for Non-Compliance

[Your Company Letterhead]

Date: [Insert Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

Thank you for your recent submission in response to our Request for Proposal (RFP) for [Project/Service Name]. We appreciate your interest in partnering with [Your Company Name] and the effort invested in preparing your proposal.

After careful review, we regret to inform you that your proposal has not been selected for further consideration. The primary reason for this decision is non-compliance with the mandatory requirements specified in the RFP. Specifically, your proposal did not meet the following criteria:

- [List specific areas of non-compliance, e.g., incomplete documentation, failure to meet technical specifications, or lack of required certifications]

We strive to maintain a fair and transparent procurement process and value all submissions. While your proposal was not successful on this occasion, we hope that you will address the above-mentioned areas and consider participating in future opportunities with us.

Should you require further clarification regarding our decision, please do not hesitate to contact us at [Contact Information].

Thank you once again for your interest in working with [Your Company Name].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]