

[Your Company Letterhead]

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

Subject: Rejection of Submission Due to Non-Compliance with Technical Specifications

We appreciate your interest in working with [Your Company Name] and thank you for your recent submission in response to our [project/tender/contract name or reference number].

After a thorough review of your submitted products/services, we regret to inform you that your offer does not meet the required technical specifications as outlined in our procurement documents. Specifically, we noted the following areas of non-compliance:

- [Detail area of non-compliance #1, e.g., "The material grade used does not conform to our specified ASTM standards."]
- [Detail area of non-compliance #2, e.g., "The proposed system does not support the required interoperability with our existing infrastructure."]
- [Additional observations, if any.]

As per our evaluation criteria, adherence to all technical requirements is mandatory to ensure the quality, safety, and success of our projects. Unfortunately, due to the technical shortcomings enumerated above, we are unable to proceed further with your submission at this time.

We encourage you to review the provided technical specifications in detail and address the non-compliance issues for any future submissions. Your understanding and cooperation in adhering to our standards is greatly appreciated.

Should you have any questions regarding this decision or require clarification on our technical requirements, please do not hesitate to contact us at [Contact Information].

Thank you again for your interest in partnering with [Your Company Name]. We look forward to the opportunity to work with you in the future.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Contact Details]