

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

Thank you for submitting your proposal in response to our recent request for submissions regarding [Project Name/Description]. We appreciate the time, effort, and interest you have demonstrated in seeking to work with [Your Company Name].

After conducting a thorough review of all submitted proposals, we regret to inform you that we will not be moving forward with your company at this time. While we value the capabilities and expertise you have presented, our decision is based primarily on the requirement for demonstrated experience with projects of a similar scope and complexity.

For this particular initiative, it is essential that our vendor partners have prior experience successfully delivering projects of a comparable nature. Such experience ensures not only quality and reliability, but also the ability to navigate project-specific challenges and requirements effectively.

We appreciate your interest in partnering with [Your Company Name] and encourage you to participate in future opportunities that may better align with your company's strengths and background.

Once again, thank you for your proposal and your understanding. We wish you continued success, and hope to have the opportunity to work together in the future.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]