

Date: [Insert Date]

To: [Vendor Contact Name]

[Vendor Company Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

Subject: Notification of Bid Outcome

Dear [Vendor Contact Name],

Thank you for your recent submission in response to our request for proposal. We truly appreciate the time, effort, and professionalism you and your team dedicated to preparing and presenting your bid, which demonstrated a commendable level of detail and a strong commitment to quality.

After thorough consideration of all proposals, we have decided to proceed with another candidate whose submission more closely aligns with our current project requirements and strategic direction. Please understand this decision was not a reflection of the value or quality of your proposal, but rather a matter of alignment with our present needs.

We recognize and value the work, knowledge, and dedication you demonstrated in your bid, and we encourage you to participate in future opportunities with us. We look forward to the possibility of working together and thank you again for your interest and effort.

Wishing you continued success.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]