

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Contact Name],

Thank you very much for submitting your proposal for [brief description of proposal or project, e.g., our office supplies contract]. We truly appreciate the time and effort your team invested in preparing your submission.

After a thorough review and careful consideration of all proposals received, we regret to inform you that we have decided to move forward with another vendor whose offerings more closely align with our current requirements and budget constraints.

Please know that this decision was not easy, as your proposal demonstrated strong merits in [mention any positive aspects briefly, e.g., product quality or customer support]. We encourage you to stay in touch, as we value the possibility of working together in the future.

If you would like, we are happy to provide more specific feedback on your proposal or discuss opportunities to collaborate on upcoming projects. Additionally, we recommend considering [suggest possible alternative options or services, e.g., partnering with one of our existing vendors for joint offerings, or exploring requirements in our auxiliary departments, which may have more suitable needs].

We appreciate your interest in partnering with [Your Company Name], and look forward to continuing our positive relationship. Please feel free to reach out with any questions or proposals in the future.

Thank you again for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]