

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, ZIP Code]

Subject: Rejection of Quotation Due to Late Submission

Dear [Vendor Name],

We would like to thank you for your interest in collaborating with [Your Company Name] and for taking the time to submit a quotation in response to our Request for Quotation (RFQ) No. [RFQ Number], dated [RFQ Date].

We regret to inform you that your quotation, received on [Quotation Receipt Date], was submitted after the specified deadline of [Submission Deadline]. As outlined in our RFQ documentation, adherence to the submission deadline is essential for ensuring a fair and efficient procurement process for all participants.

Unfortunately, due to the late submission, we are unable to consider or evaluate your quotation for this particular procurement opportunity. We believe that timely submission of documents is vital in order to maintain transparency and equity within our vendor selection process.

We value your efforts and encourage you to participate in future opportunities by ensuring that all submissions adhere to the specified deadlines. Should you have any questions or require clarification, please do not hesitate to contact us.

Thank you once again for your interest in working with [Your Company Name]. We look forward to receiving your timely proposals in upcoming projects.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]