

Dear [Vendor Name],

Thank you very much for submitting your proposal and for the time, effort, and thoughtfulness you invested in detailing your services for [specific project or purpose, if applicable]. We appreciate your interest in partnering with [Your Company Name].

After careful consideration, we have decided not to move forward with your proposal at this time. This decision was made based on [brief, constructive feedback-e.g., "our current budget constraints," "a closer alignment with specific technical requirements," or "internal strategic direction"]. Please know that this was a difficult choice, given the quality of your offering.

As we are committed to supporting strong vendor relationships, we would like to recommend the following alternative service providers who may be interested in collaborating with you or who might benefit from your services:

- [Alternative Provider 1] " [Brief reason or area of expertise]
- [Alternative Provider 2] " [Brief reason or area of expertise]
- [Alternative Provider 3] " [Brief reason or area of expertise]

We encourage you to consider reaching out to these organizations as you continue expanding your valuable services.

Thank you again for your proposal and your interest in working with us. We wish you all the best in your future endeavors and hope we may have the opportunity to collaborate at another time.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name]