

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, ZIP]

Dear [Vendor Contact Name],

Thank you for submitting your proposal for [Project/Service Name] in response to our recent request for proposals. We appreciate the time, effort, and creativity you invested in preparing your submission.

After careful consideration, we regret to inform you that we have decided not to move forward with your proposal at this time. While your proposal demonstrated several strengths, we have determined that it does not fully meet some of the critical requirements or expectations set forth for this project, particularly in the areas of [briefly specify main criteria reasons, e.g., budget alignment, delivery timelines, technical specifications, etc.].

We value the partnership we have developed and would encourage you to participate in future procurement opportunities. In the meantime, if you would like to explore other projects or receive constructive feedback on your proposal, please feel free to reach out.

As a gesture of goodwill, we would like to suggest the following alternative suppliers who may be more closely aligned with our current project needs or budget constraints:

- **[Alternative Supplier 1]** – [Brief rationale or specialization]
- **[Alternative Supplier 2]** – [Brief rationale or specialization]
- **[Alternative Supplier 3]** – [Brief rationale or specialization]

Thank you once again for your interest in working with [Your Company Name]. We look forward to possible engagement on future projects and wish you continued success in your endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]