

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

Thank you for submitting your proposal in response to our recent request for [project or service name]. We appreciate the time, effort, and resources that your team dedicated to preparing your submission and participating in our evaluation process.

After a comprehensive review and careful consideration of all proposals received, we regret to inform you that your proposal was not selected for further advancement at this time. This decision was based on specific evaluation criteria, including [examples: pricing, technical capabilities, experience, or alignment with our project requirements], and after a thorough comparison with other submissions.

Please know that this decision does not reflect negatively on the quality of your work or your reputation as a vendor. We encourage you to continue participating in future opportunities with our organization as we value your interest and professionalism.

Should you require additional feedback regarding your proposal or the evaluation process, we would be happy to provide further insights to help inform any future submissions.

Thank you once again for your interest in partnering with [Your Company Name]. We hope to see your participation in our future projects.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]