

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

Dear [Vendor Contact Name],

We appreciate the time and effort you invested in submitting your proposal to [Project Name/Description]. After careful evaluation, we regret to inform you that your proposal has been **rejected**. While your submission demonstrated valuable insights, it did not fully align with our current project requirements and objectives.

We sincerely thank you for your interest in collaborating with [Your Company Name] and the attention devoted to our needs. We encourage you to participate in upcoming requests and future opportunities, as we value the expertise your company brings to the table.

Once again, thank you for your proposal and understanding. We wish you ongoing success and look forward to the possibility of working together in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]