

Dear [Vendor Name],

We would like to extend our sincere appreciation for the time, effort, and expertise you invested in submitting your proposal for [Project/Service Name]. We recognize the significant work and dedication that goes into preparing a thorough and competitive submission, and we are grateful for your interest in partnering with [Your Company/Organization Name].

After careful consideration and review of all submissions, we have decided to proceed with another vendor for this particular opportunity. Please know that this decision was not easy, given the quality and detail of your proposal.

We value your partnership and hope to collaborate with you on future projects. Thank you again for your participation, and we encourage you to respond to future invitations when they arise.

Wishing you continued success in all your endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]