

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, ZIP]

Dear [Supplier Contact Name],

Thank you for submitting your proposal for [project or service name] and for the time and effort your team invested to present your solutions to us. We greatly appreciate your interest in collaborating with [Your Company Name].

After thorough consideration and a comprehensive review of all proposals received, we regret to inform you that we have decided not to proceed with your submission at this time. This decision was made based on [briefly outline key decision factor(s), e.g., a closer alignment with another supplier's offering, budget constraints, or specific technical requirements].

Please understand this outcome is not a reflection of the quality of your proposal, which we found to be both comprehensive and professional. We sincerely appreciate the diligence and attention to detail demonstrated by your team.

We highly value our relationship with [Supplier Company Name], and we hope to have the opportunity to work together on future projects. We will keep your information on file and encourage you to participate in upcoming requests for proposals.

Thank you again for your effort and interest in partnering with us. If you would like feedback on your proposal or have any questions, please feel free to reach out to me directly.

Wishing you continued success.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]