

Date: [Insert Date]

To: [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 proposals (RFP) regarding [Project/Service Name]. We truly appreciate the time, effort, and expertise you invested in your submission and your interest in working with [Your Organization/Company Name].

After a thorough and thoughtful evaluation of all proposals received, we regret to inform you that we will not be moving forward with your proposal at this time. This decision was based on [brief, optional reason if appropriate, e.g., alignment with specific project needs, pricing, solution fit, etc.], and does not reflect negatively upon the quality of your submission.

We recognize and value your participation in our selection process and would like to express our sincere appreciation for your engagement. We hope you will consider participating in future opportunities with [Your Organization/Company Name]. Your company remains an important part of our vendor community, and we encourage you to stay connected for upcoming projects.

If you would like additional feedback on your proposal or have any questions, please feel free to contact us at [Contact Email/Phone Number].

Thank you again for your interest in partnering with us. We wish you continued success and look forward to possible collaboration in the future.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization/Company Name]