

Sample Rejection Letter with Specific Feedback for Vendor Proposals

Date: [Insert Date]

To:
[Vendor Name]
[Vendor Company]
[Vendor Address]
[City, State, ZIP]

Subject: Proposal Submission for [Project/Service Name]

Dear [Vendor Contact Person],

Thank you for submitting your proposal for **[Project/Service Name]** in response to our recent request for proposals (RFP). We appreciate the time, effort, and resources your team invested in preparing and presenting your solution.

After careful evaluation of all submissions, we regret to inform you that we have decided not to proceed with your proposal at this time. This decision was based on a comprehensive review of all proposals against our outlined selection criteria.

Specific Feedback:

- **Technical Requirements:** While your solution showed innovation, it did not fully meet our requirements in the areas of [specific technical criteria, e.g., system integration or data security].
- **Pricing Structure:** Your proposed pricing exceeded our budgetary constraints, particularly in [highlight costly line items or components].
- **Timeline:** The implementation timeline submitted was longer than what our project schedule permits. We are seeking vendors who can commit to a [insert specific timeframe] rollout.
- **Past Experience:** Although your organization has strong experience in [mention a positive aspect], we were looking for more extensive experience with projects of similar scale and scope within our industry.

We encourage you to consider this feedback for future RFP opportunities with our organization. We value your interest in working with us and invite you to remain engaged for upcoming projects or resubmissions when applicable.

If you would like more detailed feedback or would like to discuss your proposal further, please feel free to contact me at [Contact Information].

Thank you once again for your submission and the professionalism shown throughout this process. We look forward to potential future opportunities to collaborate.

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