

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Vendor Rejection Notification – Failure to Meet Quality Standards

Dear [Vendor Contact Name],

We appreciate your efforts and interest in partnering with [Your Company Name]. At [Your Company Name], maintaining the highest level of quality for our products and services is of utmost importance to ensure customer satisfaction and operational efficiency.

After careful evaluation of your recent [deliveries/services/products] received on [insert relevant dates or order numbers], we regret to inform you that your company has not met the required quality standards outlined in our contract and specifications. The following areas were identified as non-compliant:

- [List specific quality issues observed, e.g., product defects, substandard materials, failure in performance testing]
- [Reference relevant contract clauses or set standards where applicable]
- [If relevant, mention repeated or unresolved non-conformances]

Due to these ongoing quality issues, we are unable to continue with [current/future] orders with your company at this time. We must therefore formally reject your status as an approved vendor for the affected products/services.

We value transparent and constructive business relationships. We encourage you to review the specific points of non-compliance and consider implementing improvement measures. Should you address these issues satisfactorily and wish to reapply as a vendor in the future, we would be open to reassessing your application.

Thank you for your understanding and cooperation. If you require any further details regarding this decision, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]