

Date: [Insert Date]

**To:**

[Vendor Name]  
[Vendor Company Name]  
[Vendor Address]  
[City, State, Zip Code]

**Subject:** Rejection of Quotation Due to Missing Required Documents

Dear [Vendor Contact Name],

We appreciate your interest in participating in our recent procurement process and thank you for submitting your quotation for [Project/Procurement Name or Reference Number].

After a thorough evaluation of your submitted quotation, we regret to inform you that your submission has been rejected due to the absence of the following mandatory document(s):

- [List missing document 1]
- [List missing document 2]
- [List missing document 3]

As per our procurement guidelines and requirements, submission of all mandatory documents is essential for your quotation to be considered. The absence of the above document(s) renders your quotation non-compliant with our criteria.

We encourage you to review the submission requirements thoroughly and consider resubmitting your quotation with all necessary documentation during future procurement opportunities. Your participation and attention to compliance are essential to ensure a fair and transparent selection process.

Should you have any questions regarding the required documentation or the procurement process, please feel free to contact us at [Contact Information].

Thank you again for your interest in working with [Your Company/Organization Name]. We look forward to potential future collaborations.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Company/Organization Name]  
[Contact Email/Phone]