

Subject: Notification of Proposal Decision – [Project/Service Name]

Dear [Vendor Name],

Thank you for submitting your proposal for **[project/service name]** and for the time and effort invested in presenting your solution. We greatly appreciate your interest in collaborating with us.

After careful review and thorough consideration, we regret to inform you that we will not be moving forward with your proposal at this time. This decision was based on **[brief reason, e.g., a closer alignment of another vendor's offerings with our specific project requirements, more competitive pricing, or advanced technical capabilities]**.

While we are unable to proceed with your proposal, we value the opportunity to stay connected and encourage you to consider future opportunities with us.

If helpful, we would like to suggest the following alternative vendors who may be a closer fit for your services and requirements:

- **[Alternative Vendor 1]** – [Brief description or key offering]
- **[Alternative Vendor 2]** – [Brief description or key offering]
- **[Alternative Vendor 3]** – [Brief description or key offering]

Thank you again for your proposal and the professionalism demonstrated throughout this process. We wish you success in your future business endeavors and look forward to the possibility of working together on upcoming projects.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]