

Sample Rejection Letter for Vendor Proposal (Due to Budget Constraints)

[Your Company Letterhead or Logo]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, ZIP Code]

Dear [Vendor's Name],

Thank you very much for your recent proposal and for the time and effort your team invested to present your solutions to [Your Company Name]. We appreciate your interest in working with us and are grateful for your commitment to understanding our needs.

After careful review and consideration, we regret to inform you that we are unable to proceed with your proposal at this time. Unfortunately, due to current budgetary constraints, we are not in a position to move forward with any new vendor agreements or projects that require an expenditure beyond our existing financial plan.

Please know that this decision is not a reflection of the quality or value of your offerings, but rather a result of our present financial limitations. We truly appreciate your understanding and hope that you will consider submitting proposals for future projects when our budget circumstances may allow for new collaborations.

Thank you again for your interest in [Your Company Name], and for your professionalism throughout the proposal process. We look forward to the possibility of working together in the future.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]

[Contact Information]