

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, ZIP Code]

Subject: **Rejection of Quotation Submission Due to Incomplete Documentation**

Dear [Vendor Contact Person],

Thank you for your submission in response to our Request for Quotation (RFQ) for [Project/Service Description], reference number [RFQ Number], dated [RFQ Issue Date].

After careful review, we regret to inform you that your quotation has been **rejected due to incomplete submission**. Our evaluation process requires that all quotations be complete and compliant with the specified requirements outlined in the RFQ document. Unfortunately, your submission was found to be lacking in the following aspects:

- [List missing documents, information, or sections, e.g., Price breakdown, Technical specifications, Company certifications, etc.]

In accordance with our procurement policy, we are unable to consider incomplete quotations for further evaluation. We strongly encourage you to review the RFQ requirements in detail and ensure all necessary documentation and information is included in future submissions.

We appreciate your interest in partnering with us and invite you to participate in future procurement opportunities. Should you have any questions or require clarification regarding the required documents, please do not hesitate to contact our procurement team at [Contact Information].

Thank you for your time and effort.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Email Address]

[Phone Number]