

# Sample Letter to Reject Contract Based on Unfavorable Delivery Schedules

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Supplier/Contractor Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Thank you for submitting your contract proposal dated [Proposal Date] in response to our recent requirements for [brief description of project or goods/services]. We appreciate the effort and detail you have provided regarding your offerings and terms.

After careful consideration and a thorough review of the delivery schedules outlined in your contract, we regret to inform you that we are unable to proceed with an agreement at this time. Our operational requirements necessitate strict adherence to specific timelines that are crucial for the successful completion of our project. Unfortunately, the proposed delivery schedules do not align with our project deadlines.

We value the relationship between our organizations and, while we are unable to accept your current proposal, we hope to explore future opportunities where delivery timelines may be more compatible. Please feel free to keep us informed of any changes to your scheduling capabilities or upcoming offerings that meet our requirements.

Thank you again for your interest and for considering a partnership with [Your Company Name]. We look forward to the possibility of working together in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]