

Date: [Insert Date]

To: [Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State ZIP Code]

Dear [Vendor Contact Name],

Thank you for taking the time to submit your proposal in response to our recent RFP for [Project/Service Name]. We truly appreciate the effort, attention to detail, and professionalism demonstrated in your submission.

After careful review and consideration of all proposals received, we regret to inform you that we have chosen to proceed with another vendor for this project. This decision was not easy, as your proposal stood out in several key areas, including [mention specific strengths, such as innovative solutions, comprehensive approach, competitive pricing, etc.]. Your team's [highlight professionalism, responsiveness, expertise, etc.] was particularly impressive.

While your proposal was not selected for this specific opportunity, we would like to emphasize how much we value your partnership and the high standards of your work. We are confident that there will be future projects and opportunities for us to collaborate. We encourage you to participate in upcoming RFPs and look forward to seeing more of your excellent proposals.

Thank you again for your interest in working with [Your Company Name]. If you would like to receive further feedback on your submission, please feel free to reach out to us.

We appreciate your understanding and look forward to the possibility of future collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]