

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

Subject: Vendor Rejection Due to High Quotation Price

Dear [Vendor Name],

This letter serves as a formal notification of **vendor rejection due to high quotation price**. After careful evaluation of the submitted proposals, we regret to inform you that your quotation exceeded our budgetary constraints and did not meet our cost expectations. While we appreciate the effort and detail put into your submission, we must prioritize vendors whose pricing aligns more closely with our financial requirements.

We thank you for your interest in collaborating with our organization and encourage you to participate in future bidding opportunities.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]