

# Formal Rejection Letter for Vendor Proposal Submission

[Your Company Letterhead]

Date: [Insert Date]

To:

[Vendor Contact Name]

[Vendor Company Name]

[Vendor Address]

[City, State, ZIP Code]

Subject: Rejection of Proposal Submission

Dear [Vendor Contact Name],

We would like to thank you for submitting your proposal in response to our recent Request for Proposal (RFP) regarding [briefly describe the project or service, e.g., "IT infrastructure improvements"]. We appreciate the time, effort, and resources that your team invested in preparing and submitting your proposal.

After careful review and thorough evaluation of all submitted proposals, we regret to inform you that we will not be moving forward with your proposal at this time. While your submission demonstrated many merits, we have selected a vendor whose solution more closely aligns with our current requirements and strategic objectives.

Please know that this decision was not made lightly. Factors such as [e.g., cost-effectiveness, technical fit, experience level, etc.] were taken into account as part of our evaluation process.

If you would like to receive additional feedback on your proposal, please let us know and we would be happy to provide further insight.

We value your interest in collaborating with [Your Company Name] and appreciate your consideration. We will certainly keep your organization in mind for future opportunities and encourage you to participate in future bidding processes.

Thank you once again for your efforts and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]