

Polite Vendor Proposal Rejection Letter Expressing Gratitude

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

Dear [Vendor Name],

Thank you very much for submitting your proposal and for the time and effort you invested in presenting your services/products to [Your Company Name]. We truly appreciate the detailed information you provided and the interest you have shown in working with us.

After careful consideration, we have decided to move forward with another vendor whose offerings more closely align with our current needs and objectives. Please know that this decision was not made lightly, as we received several highly qualified proposals.

We are grateful for your professionalism and the thoroughness of your submission. We will keep your information on file and welcome the opportunity to collaborate with you should a suitable project arise in the future.

Thank you again for your interest in partnering with [Your Company Name]. We wish you continued success and hope to have the chance to work together at a later date.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]