

Date: [Insert Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

Thank you for submitting your proposal in response to our recent request. We value the time and effort your team invested in preparing the materials and sharing your expertise.

After careful and thorough evaluation, we regret to inform you that we will not be moving forward with your proposal at this time. The decision to **refuse the vendor proposal** is based on a rigorous assessment of the submitted offer, which did not fully meet our current requirements or align with our overarching strategic objectives.

We encourage you to consider the following for future proposals:

- Provide a more detailed breakdown of costs to ensure transparency.
- Offer clearer and more realistic project timelines.
- Enhance your value proposition to better demonstrate the distinct benefits your solution can deliver.
- Carefully review the specific project requirements and tailor your proposal to directly address our identified needs.

Adhering to these recommendations will improve the alignment of your future submissions with our evaluation criteria and significantly increase their likelihood of consideration.

We appreciate your interest in partnering with us and encourage you to participate in future opportunities. Please do not hesitate to reach out if you have any questions or require additional feedback.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]