

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

Dear [Vendor Contact Name],

This letter serves as a formal notification of our decision regarding your recent proposal submitted to [Your Company Name]. After a thorough review and careful consideration of the proposal, we regret to inform you that we will not be able to proceed with your offer at this time.

We would like to express our sincere appreciation for the time, effort, and creativity you and your team invested in preparing the proposal. The quality, thoughtfulness, and detailed approach demonstrated throughout your submission were highly commendable and did not go unnoticed.

While your proposal does not align with our current needs or strategic objectives, we truly value your commitment and professionalism during this process. We encourage you to stay connected and participate in any future opportunities that may arise, as we anticipate potential collaborations down the line.

Thank you again for your interest in working with [Your Company Name]. We wish you continued success and look forward to the possibility of engaging with you in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]