

Reject Quotation Letter

[Your Name]

[Your Title/Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Rejection of Quotation

I hope this letter finds you well. I am writing to inform you that after careful consideration and evaluation of the quotation provided by [Recipient's Company] on [Date], we regret to inform you that we have decided not to proceed with your proposal.

Please understand that our decision was not taken lightly, and we genuinely appreciate the time and effort you put into preparing the quotation. We received several competitive offers, and while your proposal had its merits, we have chosen to go ahead with another vendor that better aligns with our current requirements and objectives.

We want to emphasize that this decision does not reflect any shortcomings on your part or the quality of your services. Our selection process is driven by various factors, including cost, scope, timeline, and overall alignment with our company's needs.

We value the possibility of future collaborations and would be pleased to consider working with [Recipient's Company] in any future projects where your expertise and services might be a better fit.

Once again, thank you for your time and interest in doing business with us. We wish you success in your future endeavors.

If you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company]

[Contact Information: Phone and/or Email]