## Formal Rejection Letter

Subject: Decline of Quotation Proposal
Dear [Vendor Name],
We acknowledge receipt of your quotation dated [Date] for [Product/Service]. After thorough
consideration, we have decided to select an alternative provider.
Please accept our sincere thanks for your submission and your interest in doing business with
[Company Name].
Best regards,
[Your Name]
[Designation]
[Company Name]

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