

# Rfp Or Rfq Rejection Letter

Dear [Vendor Name],

RE: [RFP/RFQ] Rejection Letter

I hope this letter finds you well. I would like to express my sincere appreciation for your interest in participating in the [RFP/RFQ] process for [Project/Service/Product]. We received your [RFP/RFQ] submission on [Submission Date], and our evaluation team has carefully reviewed all proposals received.

After a thorough and comprehensive evaluation process, I regret to inform you that your [RFP/RFQ] submission has not been selected for further consideration. While we recognize the effort and expertise that went into your proposal, we had to make a difficult decision based on various factors, including but not limited to the following:

1. [State a specific reason related to your evaluation criteria]
2. [State another specific reason related to your evaluation criteria]
3. [Mention any additional reasons if applicable]

We understand that receiving this news can be disappointing, and we genuinely appreciate the time and resources you invested in preparing and submitting your proposal. However, please understand that this decision was made after careful consideration to ensure that we identify the solution that best aligns with our requirements and objectives.

We encourage you to keep an eye on future opportunities with our organization. We value the expertise and capabilities your company brings to the table, and there may be upcoming projects where your services could be an excellent fit. We will keep your information on file for future reference and reach out to you when appropriate.

Once again, thank you for your interest in our [Project/Service/Product]. We appreciate the opportunity to review your proposal and sincerely hope that we will have the chance to collaborate in the future. If you have any questions or require further clarification, please feel free to contact me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]