

Professional vendor rejection email template

Subject: Decision on Your Proposal - [Company Name]

Dear [Vendor Name],

Thank you for submitting your proposal for [specific service/product] dated [date]. We appreciate the time and effort you invested in preparing your comprehensive submission.

After careful evaluation of all proposals received, we regret to inform you that we have decided not to move forward with your offer at this time. Our decision was based on our specific requirements and business objectives for this project.

We want to emphasize that this decision does not reflect negatively on the quality of your services or products. Your proposal demonstrated professionalism and expertise in your field.

We will retain your information in our vendor database for future opportunities that may align better with your capabilities. Should a suitable project arise, we would be pleased to consider working with you again.

We wish you continued success in your business endeavors and thank you once again for your interest in partnering with us.

Best regards,

[Your Name]

[Title]

[Company Name]

[Contact Information]

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