

Budget constraint rejection letter template

Subject: Proposal Decision - Budget Considerations

Dear [Vendor Name],

We would like to thank you for your detailed proposal submitted on [date] for [project/service description]. Your team's expertise and proposed approach were impressive and well-presented. Unfortunately, after thorough review and budget analysis, we must inform you that your proposal exceeds our allocated budget for this project. While we recognize the value in your offering, we are unable to accommodate the proposed pricing structure at this time.

Our procurement committee has made the difficult decision to pursue alternative options that align more closely with our current financial parameters. This decision was purely budgetary and does not reflect on the quality or merit of your proposal.

We hope you will consider participating in future bidding opportunities where budget allocations may be more suitable for your services. We value professional relationships and look forward to potential collaboration in the future.

Thank you for your understanding and continued interest in our organization.

Sincerely,

[Your Name]

[Position]

[Organization Name]

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