

Detailed evaluation-based rejection letter

Subject: Final Decision on Vendor Selection Process

Dear [Vendor Name],

Following an extensive evaluation process, we are writing to inform you of our final vendor selection decision for [project name/description].

Your proposal was evaluated against multiple criteria including technical capability, cost-effectiveness, implementation timeline, past performance, and overall value proposition. While your submission met many of our requirements and demonstrated your organization's capabilities, other proposals more closely aligned with our specific evaluation criteria and strategic objectives. The selection committee particularly noted [one positive aspect of their proposal] in your submission. However, the competitive nature of this procurement process required us to make difficult choices among several qualified vendors.

We want to thank you for the considerable effort invested in preparing your response to our RFP.

The professionalism and quality of your submission reflect well on your organization.

We hope you will continue to monitor our procurement announcements for future opportunities where your expertise may be a stronger match for our requirements.

Respectfully,

[Your Name]

[Procurement Officer]

[Organization]

[Phone/Email]

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