

## Policy-based rejection notification

Subject: Vendor Application Status Update

Dear [Vendor Name],

Thank you for your interest in becoming an approved vendor for [Company Name] and for completing the vendor qualification process.

After reviewing your application and supporting documentation, we regret to inform you that we cannot approve your organization as a vendor at this time due to internal policy requirements that were not met during the evaluation process.

Specifically, our vendor qualification standards require [mention general policy area without being overly specific - e.g., "certain compliance certifications," "minimum insurance coverage levels," or "established track record in our industry"].

This decision is based strictly on our internal procurement policies and vendor qualification standards, which are applied consistently across all potential vendors.

We appreciate your understanding of our position and encourage you to reapply in the future should your organization's circumstances change in a way that addresses these policy requirements.

Thank you for your interest in working with our organization.

Sincerely,

[Your Name]

[Vendor Relations Manager]

[Company Name]

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