

Project cancellation notification

Subject: URGENT: Project Cancellation Notice

Dear [Vendor Name],

We need to inform you immediately that the [project name] for which you submitted a proposal has been cancelled due to unforeseen circumstances beyond our control.

This cancellation affects all vendors who participated in the bidding process, and we sincerely apologize for any inconvenience this may cause your organization.

We understand that you invested time and resources in preparing your proposal, and we genuinely appreciate your efforts and interest in working with us.

While this particular project will not move forward, we hope you'll remain interested in future opportunities with our organization.

We will contact you directly if similar projects arise in the future.

Thank you for your understanding.

[Your Name]

[Title]

[Contact Information]

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