

# Vendor Rejection Letter

[Your Name]

[Your Title/Position]

[Your Company]

[Address]

[City, State, Zip Code]

[Date]

[Vendor's Name]

[Vendor's Company]

[Address]

[City, State, Zip Code]

Subject: Rejection of Vendor Proposal

Dear [Vendor's Name],

I hope this letter finds you well. I want to express my gratitude for taking the time and effort to submit your proposal to become a vendor for [Your Company]. We carefully reviewed your proposal and considered all the aspects presented. Regrettably, after a thorough evaluation, we have decided not to move forward with your company as one of our vendors at this time.

Please understand that our decision was based on a variety of factors, including but not limited to:

1. Specific requirements: The proposal did not entirely meet the specific needs and requirements of our company at this stage. We are constantly evaluating our vendor relationships, and sometimes the alignment between vendor offerings and our needs may change over time.
2. Competitiveness: While we recognize the strengths of your company, there were other proposals that presented more competitive terms, pricing, and solutions for our current business needs.
3. Capacity and scalability: As our business continues to evolve, we require vendors who can scale their services accordingly. We had some concerns about your company's capacity to meet potential future demands.

We acknowledge the effort and dedication put into preparing the proposal, and we want to emphasize that this decision should not be considered a reflection of your company's capabilities or potential. We are open to reevaluating vendor options in the future, and we encourage you to consider resubmitting your proposal at a later date when our requirements may align more closely with your offerings.

Once again, thank you for expressing interest in becoming a vendor for [Your Company]. We wish you the best in all your future endeavors.

Should you have any questions or require additional feedback on your proposal, please do not hesitate to contact us at [Your Email Address] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company]