

Personalized and empathetic rejection letter

Subject: Vendor Proposal Outcome

Dear [Vendor Name],

We sincerely appreciate the time and effort you invested in your proposal. After careful consideration, we have decided not to proceed with your services at this time.

We were impressed by your presentation and hope to collaborate in the future under different circumstances.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

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