

[Your Company Name]  
[Company Address]  
[City, State, ZIP]  
[Date]

[Vendor Name]  
[Vendor Company Name]  
[Vendor Address]  
[City, State, ZIP]

## **Subject: Rejection of Vendor Submission**

Dear [Vendor Contact Name],

Thank you for submitting your proposal to [Your Company Name]. We appreciate the time and effort you invested in your submission.

After careful consideration, we regret to inform you that we will not be moving forward with your proposal at this time. Our decision was based on [optional: briefly state broad reason, e.g., "our current business needs and objectives," or leave blank].

We appreciate your interest in partnering with us and encourage you to submit proposals for future opportunities.

Thank you again for your submission.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company Name]