

## Template 1: Rejection Due to Budget Constraints

**Subject:** Proposal Review Outcome – [Your Company Name]

Dear [Vendor's Name],

Thank you for taking the time to submit your proposal and for your interest in providing services to [Your Company Name]. We have thoroughly reviewed your proposal and appreciate the effort and detail you've put into your submission.

After careful consideration and a comprehensive review of our current budget constraints and priorities, we regret to inform you that we are unable to proceed with your proposal at this time.

While we find the quality of your offerings to be exceptional, we must make decisions that align with our financial planning and resource allocation for the current fiscal period.

We value the opportunity to consider [Vendor Company Name] as a potential partner and hope to explore possible collaborations in the future as our circumstances evolve.

Please keep us updated on new services, innovations, or changes to your pricing structures that might enable us to reconsider our decision in the future.

Thank you once again for your proposal and understanding. We wish you continued success and hope to have the opportunity to work together at another time.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]