

Template 2: Rejection Due to Mismatched Requirements

Subject: Feedback on Your Proposal – [Your Company Name]

Dear [Vendor's Name],

We are writing to convey our decision regarding the proposal you recently submitted for [Brief Description of the Proposal]. After a detailed evaluation process, we have concluded that we will not be moving forward with your proposal.

Our decision is based on a thorough review of our specific needs and an assessment of how well proposals align with our strategic objectives. We found that while your offering is undoubtedly robust and innovative, it does not fully meet the specific requirements or preferences we have at this time.

We genuinely appreciate the time and effort you invested in understanding our needs and crafting your proposal. We encourage [Vendor Company Name] to consider us for future opportunities that might be a closer fit to our evolving requirements.

Thank you for considering [Your Company Name] in your plans. We wish you the best in your future endeavors and look forward to potential collaborations where our paths may align more closely.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]