

Template 3: Rejection Due to Selection of Another Vendor

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

Dear [Vendor's Name],

Thank you for submitting your proposal and for your keen interest in working with [Your Company Name]. We appreciate the time and effort your team dedicated to detailing your services and how they could benefit our operations.

After a comprehensive review and comparison of all received proposals, we have made the difficult decision to proceed with another vendor whose proposal aligns more closely with our current requirements and strategic direction.

This decision does not reflect on the quality or value of your services but rather on finding a match that best meets our specific needs at this time.

We were impressed by [Vendor Company Name]'s expertise and professionalism and would like to keep the door open for future opportunities where our needs and your services may align more closely.

We thank you for your understanding and wish [Vendor Company Name] all the best. We hope to have the chance to collaborate on future projects.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]