# RFP Vendor Rejection Letter Template

[Your Company Letterhead]

[Date]

[Vendor Contact Name]

[Vendor Contact Title]

[Vendor Company Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[Vendor City, State, Zip]

Subject: Decision on RFP [Project Name/Reference Number]

Dear [Vendor Contact Name],

We hope this letter finds you well. We would like to express our sincere gratitude for your company's submission of a proposal for the [Project Name/Reference Number], and for the time and effort your team dedicated to detailing your offerings and capabilities.

Following a thorough review and evaluation process based on the criteria set forth in the Request for Proposal (RFP), we have made the difficult decision to select another vendor for this project. We want to emphasize that this decision does not reflect on the quality of your proposal or the potential of your services but was made in the context of specific needs and compatibility with our current priorities.

The selection was particularly influenced by:

* Functionality and alignment with our technical requirements
* Competitive pricing structure
* Strength and relevance of customer references and case studies

Your proposal was impressive, and the decision was not made lightly. We genuinely appreciate the opportunity to learn more about [Vendor Company Name] and the solutions you offer.

We are committed to maintaining a constructive and positive relationship with your organization and are keen to explore future opportunities for collaboration. Should any suitable projects arise, we will certainly consider your services.

For your reference and planning, we would be happy to provide feedback on your proposal. Should you be interested in a debriefing session, please feel free to reach out to me directly at [Your Contact Information]. We believe that such an exchange could be beneficial for both our organizations in understanding the selection process and identifying areas for potential improvement.

Thank you once again for your interest in partnering with us on the [Project Name/Reference Number]. We wish [Vendor Company Name] continued success and hope to have the chance to work together in the future.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email]

[Your Phone Number]

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