

# Request for Quotation Rejection

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

## **Subject: Rejection of Quotation Request**

Dear [Recipient Name],

Thank you for your quotation dated [Insert Quotation Date] regarding [Brief Description of Project/Product]. We appreciate the time and effort you invested in preparing your proposal.

After careful consideration, we regret to inform you that we have decided to pursue a different direction and will not be proceeding with your quotation at this time. Please understand that this decision was based on [brief reason if applicable, e.g., budgeting constraints, aligning more closely with our objectives].

We value the relationship we have built and encourage you to submit proposals for any future opportunities. Thank you once again for your submission and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]