

Vendor Rejection Letter

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We appreciate your interest in partnering with [Your Company Name]. After careful consideration, we regret to inform you that we cannot proceed with your proposal due to non-compliance with our requirements.

Our evaluation indicated the following non-compliance issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We encourage you to address these issues and consider reapplying in the future. We value your efforts and hope to explore potential opportunities together down the line.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]