

Vendor Proposal Final Decision Notification

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

Thank you for your proposal submitted on [Insert Submission Date] regarding [Project or Service Description]. We appreciate the effort and detail provided in your submission.

After careful consideration and review of your proposal along with those of other vendors, we have reached a final decision. Unfortunately, we will not be moving forward with your proposal. This decision was based on [brief reason for decision, e.g., budget constraints, project alignment, etc.].

We sincerely appreciate your interest in partnering with us and encourage you to submit proposals for future opportunities. Thank you once again for your time and effort.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]