

Vendor Selection Evaluation Results

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Selection Evaluation Results

Dear [Vendor Contact Name],

We appreciate your participation in the vendor selection process for [Project/Service Name]. After careful evaluation of all submitted proposals, we would like to inform you of the following results:

Evaluation Summary

Criteria	Score (Out of 100)
Cost	[Score]
Quality of Work	[Score]
Experience	[Score]
Delivery Timeline	[Score]
Customer Support	[Score]
Total Score	[Total Score]

After reviewing the proposals, we regret to inform you that we have chosen another vendor for this project. However, we were impressed with your submission, and we encourage you to participate in future opportunities with us.

If you would like feedback on your proposal, please feel free to reach out.

Thank you once again for your effort and interest in [Your Company Name].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]