

# Supplier Brief Closure Communication

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Closure of Supplier Brief

Dear [Supplier Name],

We hope this message finds you well. We would like to inform you that we have reached a conclusion regarding the brief you provided on [specific project or topic]. After careful consideration, we have decided to [insert decision, e.g., proceed with another supplier, extend the timeline, etc.].

We appreciate the time and effort you invested in your proposal and want to thank you for your continued support and collaboration. We value our relationship and hope to explore further opportunities together in the future.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]