

Service Proposal Rejection Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your proposal submitted on [Insert Submission Date] for [Specify Service]. We appreciate the time and effort you put into your proposal.

After careful consideration, we regret to inform you that we will not be moving forward with your proposal at this time. Our decision was based on our assessment of your qualifications, which unfortunately did not meet our specific requirements for this project.

We value your interest in collaborating with us and encourage you to apply for future opportunities.

Thank you once again for your interest.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]