

Vendor Application Rejection

Dear [Vendor Name],

Thank you for your interest in partnering with us and for submitting your application to become a vendor.

After careful consideration, we regret to inform you that we will not be able to proceed with your application at this time. This decision is based on [brief reason, e.g., current vendor capacity, alignment with our needs, etc.].

We appreciate the effort you put into your application and encourage you to reapply in the future as our needs may change.

Thank you once again for your time and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]