

Vendor Qualification Denial Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

Thank you for your recent submission regarding your qualification as a construction vendor with [Your Company Name]. We appreciate the time and effort you invested in the application process.

After careful consideration, we regret to inform you that your company does not meet the qualifications for our vendor list at this time. The decision was based on [specific reasons for denial, e.g., incomplete documentation, lack of experience, etc.].

We encourage you to address these areas of concern and consider reapplying in the future. Should you have any questions regarding this decision, please feel free to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]