

Vendor Offer Rejection Notice

Date:

To:

Company:

Address:

Dear ,

Thank you for submitting your offer to provide goods/services to our organization.

After careful consideration, we regret to inform you that your offer has not been selected at this time.

We appreciate your effort and interest in working with us. Should you wish to participate in future opportunities, please continue to monitor our procurement announcements.

Thank you again for your proposal.

Sincerely,

Position:

Company: