[Your Name]

[Your Title or Position]

[Name of Business]

[Street Address]

[City, State, Zip Code]

[DATE]

[Name of Person Making the Proposal]

[Name of Business]

[Address of Business]

[City, State, Zip Code]

Dear [Name of Person Making the Proposal],

Thank you for taking the time to submit a thorough proposal to our organization. Our management team was impressed with the quality of your application and documentation.

At this time, we have chosen to remain under contract with [Name of another Vendor] as this company has provided service to our organization for almost a decade. [Name of another Vendor] offers a wide range of supplies that were specifically created for our business use, and some of these items are not currently available through your company.

Please feel free to contact us in the future if you expand your line of supplies. We appreciate the time and effort that you dedicated to your proposal, and we look forward to the possibility of working together at some time in the future.

Sincerely,

[Your Signature]

[Your Name]

[Your Title or Position]