

Heartfelt Rejection Letter

Subject: Quotation Decision

Dear [Vendor Name],

We sincerely appreciate the detailed quotation you provided for [Product/Service]. After much consideration, we have decided not to accept your offer. This was a difficult decision given the quality of your submission.

Thank you for your effort and understanding. We hope to engage with you in future opportunities.

Warm regards,

[Your Name]

[Company Name]

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