

## PROPOSAL REJECTION LETTER

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## Introduction

A proposal rejection letter is written when a company fails to accept the proposal of another company. It usually happens at corporate levels that a company gives their hand out to another company and that company either accepts or declines the offer. When the company declines the offer a proposal rejection letter is written.

If you want to write one, you can refer to the below mentioned sample. It will surely clear all your doubts after writing a proposal rejection letter.

## Proposal Rejection Letter Tips

Here are some of the helpful tips to write a Proposal Rejection Letter

- Address the company well
- Keep the tone of the letter calm and peaceful
- Reject the offer in a sweet way
- Avoid being rude while writing the letter
- Talk to the point and do not deviate from the topic
- Do not make unnecessary spelling and grammar mistakes
- Write the letter in a formal manner

## Sample Proposal Rejection Letter

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Proposal Rejection Letter

Dear Sir,

I am writing this letter to you on behalf of our management and considering your request we had a talk in our meeting and we are sorry to say that according to the norms of our company we cannot take another company as our partner. So we cannot accept your proposal. We know well that your company is the best and we would be grateful to have you as our partner. But, the rules of our company cannot be neglected and hence it was decided in the management meeting that we won't join hand with your company.

We apologize for rejecting your proposal and wish you luck for your future endeavors. Also we hope that you find a good partner soon and join hands with a renowned and well known company.

Thanking You

Yours truly,

Name and Signature

## Proposal Rejection Letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: Proposal Rejection Letter

Dear \_\_\_\_\_(Sir or Madam)

I Mr. ....(name of the sender) is writing this letter on behalf of.....(name of the company). After receiving your letter and your proposal we had initially decided to accept your proposal. But, it was then we referred our company laws and norms we came to know that it we cannot officially become partners with any external company. We are extremely sorry for rejecting your proposal. But, we cannot go against our rules.

However we hope you find a better company and start your journey well. Also we wish you success on behalf of our management team and company.

Yours Truly,

Name of the organization

Sign of the Manager

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