

Rejection Letter to a Vendor Regarding his Offer

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

We received your letter regarding your offer to sell your products [enter details] on 10% discount. Although the offer was handsome I am sorry to inform you that we are not accepting it. The primary reason is that we are not dealing with these types of readymade products anymore. Since we have incepted our own production unit, we are more interested in raw material than in ready made products. This letter is meant to present to you our formal excuse so that you may extend your offer to other potential vendees. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-