# How to Politely Decline a Business Offer: Sample

## Sample N°1

Dear Mr. (last name),

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

At this time, we decided to continue working with (name of company), as we are satisfied with the service that they have provided to our organization for the last 15 years. (Name of company) provides us with different supplies created exclusively to perform our work with the tools and services without inconveniences.

However, you can contact us in the future if you wish to expand your catalog of services and products. We thank you for the time and effort you put into the proposal. We look forward to working together in the future.

Sincerely,

(Your name)

(Company name)

(Position in the company)

## Sample N°2

Dear Mr/Ms [last name],

I thank you for the offer that (company name) has prepared for our company. I regret to inform you that, due to the large number of offers we receive on a weekly basis, I must decline this sales proposal.

I hope you understand the decision, but I am afraid that your product could not contribute to our company. On the other hand, we have already found a partner that gives us a money back guarantee, as we only work with organizations that give us this guarantee.

Since your proposal does not meet our company's requirements and policies, we ask you to please remove our email from your mailing list.

Thank you very much.

Best regards,

[Your name and designation]

[Your email signature]

## Sample N°3

Hello (last name),

I am (your name) from (company name); I am contacting you to thank you for the offer you recently submitted for your services. We were very pleased with the quality of the offer, but on this occasion, we have selected another supplier.

However, as a thank you, I wanted to let you know why we made this decision. Some of the reasons why we have chosen an alternative provider are as follows:

(List reasons)

I will contact you as soon as an opportunity opens up even if our response is negative. I understand that this news is disappointing, but I would like to invite you to participate in future bids.

If you have any further questions, please do not hesitate to contact me.

(Your name)

(Company name)

(Position in the company)