

[Date]

[Contact Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Contact Name],

Thank you for submitting your proposal for our payroll processing services contract. We appreciate the time and effort you spent outlining your services and providing us with a detailed quote.

After a thorough review of all the proposals received, we are writing to inform you that we have decided to move forward with another contractor at this time. This decision was based on our current specific requirements and budget considerations.

Please be assured that our decision does not reflect negatively on the quality of your services or your professional standing. We will keep your information on file should our needs change or if another opportunity for collaboration arises in the future.

We wish you and your company continued success.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]