

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Rejection of Supply of Goods

I hope this message finds you well.

We appreciate your recent offer regarding the supply of [specific goods] dated [date of offer]. After careful consideration, we regret to inform you that we will not be moving forward with the order at this time.

This decision was made due to [briefly state reason, e.g., budget constraints, change in project requirements, etc.]. We value our relationship and hope to explore opportunities for collaboration in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]