

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for giving us the opportunity to review your portfolio and learn more about your services. We appreciate the time and effort you put into your presentation.

After careful consideration, we have decided not to move forward with adding your firm to our active vendor list at this time. This decision is primarily based on our current low hiring volume and our limited project needs for the upcoming year.

Because our recruitment needs are currently minimal, we are focusing on maintaining our existing partnerships rather than expanding our portfolio of external providers.

We will keep your information on file should our hiring volume increase or if a specific need arises that aligns with your expertise. We wish you and your team continued success.

Sincerely,

[Your Name]

[Your Title]

[Company Name]