

[Your Company Name]
[Department]
[Date]

[Supplier Contact Name]
[Supplier Company Name]
[Supplier Address]

Subject: Notification Regarding Preferred Supplier Roster Status

Dear [Contact Name],

Thank you for your interest in remaining on the [Your Company Name] Preferred Supplier Roster and for the services you have provided to date.

Following a recent review of our procurement needs and supplier performance metrics, I am writing to inform you that your request to remain on the Preferred Supplier Roster has been declined at this time. Consequently, [Supplier Company Name] will be removed from our active roster effective [Date].

This decision was based on the following factors:

- [Reason 1: e.g., Realignment of internal procurement categories]
- [Reason 2: e.g., Failure to meet updated compliance requirements]
- [Reason 3: e.g., Competitive pricing benchmarks]

Please note that this removal does not necessarily preclude your company from participating in future open tender processes or being reconsidered during the next formal review cycle in [Month/Year].

We request that you settle any outstanding administrative matters and final invoices related to current work orders by [Date].

We appreciate the effort put into your partnership with us and wish your company success in its future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]