

Date: [Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: Regarding your proposal for [Project Name/Reference Number]

Dear [Recipient Name],

Thank you for submitting your proposal and for the interest you have shown in working with [Your Company Name]. We have completed our evaluation process for the [Project Name] contract.

After careful consideration, we regret to inform you that your firm has not been selected for this specific opportunity. Our decision was based on [briefly mention reason, e.g., alignment with specific technical requirements / budget constraints].

However, we were impressed with your qualifications and the quality of your submission. We would like to retain your contact information and company profile in our vendor database for future contract opportunities that may align with your expertise.

Please let us know if you do not wish for us to keep your details on file. Otherwise, we may reach out to you should a suitable project arise in the future.

We appreciate the time and effort you invested in this process and wish you success in your current endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]