

[Agency Name]
[Department Name]
[Address]
[City, State, Zip Code]

[Date]

[Contact Name]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Notice of Non-Selection - [Solicitation Name/Number]

Dear [Contact Name],

Thank you for submitting a proposal in response to the request for proposals regarding [Project Title/Contract Name].

After completing the initial agency review, we are writing to inform you that your company was not selected for this contract award. This decision was based on a comparative evaluation of all proposals received against the criteria outlined in the solicitation documents.

While your proposal was professional and comprehensive, the evaluation committee has chosen to proceed with another candidate whose submission more closely aligned with the specific requirements and objectives of the agency at this time.

We appreciate the time and effort you invested in preparing your proposal. We encourage you to monitor our procurement website for future opportunities that may be a fit for your services.

Thank you for your interest in working with [Agency Name].

Sincerely,

[Signature]
[Printed Name]
[Title]
[Agency Name]