

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notification regarding contract proposal for [Project Name/Reference Number]

Dear [Applicant Name],

Thank you for submitting your proposal and for your interest in providing services for [Company Name]. We have completed our review of all candidates for the [Project Name] contract.

We are writing to inform you that we have decided to move forward with another provider at this time. This decision was based on the specific technical requirements of the project. While your background is professional, our current needs require a higher level of specialized skills and direct experience in [Insert Specific Skill Area, e.g., cloud architecture / advanced data encryption / specialized legal compliance] than what was demonstrated in your submission.

We appreciate the time and effort you put into your proposal. We will keep your information on file should a future project arise that better aligns with your specific expertise.

We wish you success in your future professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]