

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Bid Decision - [Project Name/Reference Number]

Dear [Contractor Contact Person],

Thank you for submitting a proposal for the [Project Name] project. We appreciate the time and effort you invested in preparing your bid and providing us with detailed information regarding your services.

After a thorough review of all submissions, we are writing to inform you that we have decided to move forward with another contractor at this time. This decision was based on a variety of factors including [Optional: price / specific technical requirements / timeline / previous experience], and does not reflect poorly on the quality of your proposal.

We will keep your information on file for future opportunities where your expertise may be a match for our needs. We wish you and your company success in your future endeavors.

Thank you again for your interest in working with [Your Company Name].

Sincerely,

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