

Date: [Insert Date]

[Bidder's Name]  
[Bidder's Company]  
[Bidder's Address]  
[City, State, ZIP]

Dear [Bidder's Name],

Thank you for submitting your proposal in response to our recent contract invitation for [Project/Contract Name or Number]. We appreciate the time and effort your team invested in preparing your bid.

After careful evaluation of all submissions, we regret to inform you that your proposal was not selected for this contract. The decision was made based on [briefly state general reasons, such as cost considerations, compliance with specifications, or other relevant factors]. Please know that this outcome is not a reflection of the quality of your company, and we greatly value your interest in working with us.

We look forward to continued engagement with your organization. We encourage you to participate in upcoming bidding opportunities for future contracts. Your expertise and competitive proposals are always welcome and appreciated.

Please feel free to contact us at [Your Contact Information] if you would like additional feedback regarding your bid or have any questions about future opportunities. We hope to receive your bid again.

Thank you once again for your interest in partnering with us.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company/Organization]  
[Contact Information]