

# Formal Rejection Letter Template for Tender Bid

[Your Organization's Letterhead]

Date: [Insert Date]

To:  
[Bidder's Name]  
[Bidder's Company]  
[Bidder's Address]

Subject: **Notification of Unsuccessful Tender Bid**

Dear [Bidder's Name],

We wish to express our appreciation for your participation in the recent tender process for **[Project Name or Tender Reference]** and for the time, resources, and effort expended in preparing and submitting your bid.

After careful consideration and a thorough evaluation of all tenders received, we regret to inform you that your bid was not successful on this occasion. The evaluation was conducted in line with our published assessment criteria, which included [briefly mention criteria, e.g., price, technical compliance, delivery timeline, etc.].

Please note that this decision was based on a competitive selection process, and unfortunately, your submission did not fully meet the requirements as specified in the tender documentation, or was outperformed by other proposals.

We value your interest and encourage you to participate in future tenders. Detailed feedback regarding your submission can be provided upon request to help inform and strengthen your future submissions.

Thank you once again for your interest in working with [Your Organization]. Should you require any further information or feedback, please do not hesitate to contact us at [Contact Information].

Yours sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Details]