

Tender Bid Rejection Letter Template with Appreciation Note

[Your Company Letterhead]

Date: [Insert Date]

To: [Bidder's Name/Company Name]

Address: [Bidder's Address]

Dear [Bidder's Contact Name],

Thank you for submitting your tender proposal for **[Project/Service Name]** in response to our invitation to tender, reference number **[Tender Reference]**.

After careful evaluation of all submissions, we regret to inform you that your bid was not selected for this project. The decision was based on [briefly outline if appropriate, e.g., competitive pricing, technical criteria, overall best value, etc.].

We truly appreciate the time, effort, and resources your team dedicated to preparing your proposal. We recognize the value and expertise your company brings to the table and sincerely thank you for your interest in working with us.

We encourage you to participate in future tender opportunities with us and look forward to the possibility of collaborating together on upcoming projects.

Should you require feedback regarding your submission, please feel free to contact us at [Contact Information].

Once again, thank you for your participation and your valuable contribution to the tendering process.

With appreciation,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]