

[Your Organization's Letterhead]

[Date]

[Bidder's Name]

[Bidder's Company Name]

[Bidder's Address Line 1]

[Bidder's Address Line 2]

[City, State, ZIP]

Subject: Rejection of Tender Submission “ [Tender Reference/Title]

Dear [Bidder's Name],

We would like to thank you for your interest in participating in the tender process for **[Project/Tender Name]** and for the effort your team has invested in preparing your proposal.

We regret to inform you that we are unable to consider your submission for this tender as it was received after the official deadline of **[Submission Deadline Date and Time]**. As stated in our tender terms and conditions, all tenders must be submitted strictly by the stipulated deadline to ensure a fair and transparent evaluation process for all parties.

Late submissions, regardless of the reason, cannot be accepted in order to maintain the integrity and consistency of our procurement procedures. We appreciate your understanding of this requirement.

We hope you will continue to participate in our future procurement opportunities. If you have any questions regarding this decision or our procurement process, please feel free to contact us at [\[contact@email.com\]](mailto:contact@email.com) or [Contact Phone Number].

Once again, we appreciate your interest in working with [Your Organization's Name] and thank you for your effort.

Yours sincerely,

[Your Name]

[Your Position/Title]

[Company/Organization Name]

[Contact Information]