

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

Thank you for your submission in response to our Request for Tender, titled **[Tender Title/Reference Number]**. We truly appreciate the time, effort, and attention to detail reflected in your proposal.

After careful evaluation, we regret to inform you that your tender was not selected for further consideration. This decision was made after a thorough review of all submissions against our selection criteria and project requirements. Please be assured that your proposal was given full and fair consideration as part of our tender process.

We acknowledge and value the effort your team invested in preparing your submission. We encourage you to participate in future tenders and procurement opportunities with [Your Company/Organization Name].

Should you have any questions or require feedback on your proposal, please do not hesitate to contact us at [Contact Information].

Thank you once again for your interest in working with [Your Company/Organization Name]. We look forward to the possibility of collaborating in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]