

[Your Organization's Letterhead]

Date: [Insert Date]

To:

[Recipient Name]
[Title/Position]
[Company Name]
[Address Line 1]
[Address Line 2]

Dear [Recipient Name],

Subject: Tender Reference [Insert Reference Number] – Notification of Outcome

Thank you very much for your submission in response to our recent tender, **[Project/Service Name]**, and for the considerable time and effort invested in preparing your proposal.

After careful review and consideration of all proposals received, we regret to inform you that we have decided not to proceed with your tender on this occasion. This decision was based on a comprehensive evaluation process considering multiple criteria, and was not a reflection on the quality or professionalism of your submission.

We greatly appreciate your interest in partnering with **[Your Organization Name]** and recognize your commitment and expertise in this field. Your professionalism and the quality of your proposal were highly regarded, and we value the opportunity to have engaged with your team.

We encourage you to participate in our future tenders and we look forward to the possibility of collaborating with your organization. Please do not hesitate to reach out if you would like feedback regarding your tender submission or if you have any questions about the evaluation process.

Thank you again for your effort and interest.

Yours sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]