

## Sample Letter for Declining Tender Offer Submission

[Your Company Letterhead]  
[Date]

[Recipient Name]  
[Recipient's Title]  
[Organization Name]  
[Address Line 1]  
[Address Line 2]

Dear [Recipient Name],

**Subject: Notification of Non-Submission â€“ [Tender Reference/Project Name]**

We would like to extend our sincere appreciation for inviting [Your Company Name] to participate in the tender for [Tender Reference/Project Name]. We recognize the value of your consideration and the importance of this procurement process.

After careful review and consideration, we regret to inform you that we will not be submitting a tender offer for this opportunity. This decision is primarily due to [briefly state the reason, e.g., current resource constraints/project alignment/timing].

We are grateful for the opportunity and for your confidence in our capabilities. We hope to participate in future tenders and collaborate on other potential opportunities.

Thank you once again for your understanding. We look forward to maintaining a positive business relationship.

Yours sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Contact Information]