

Date: [Insert Date]

To:

[Bidder's Name]

[Bidder's Company Name]

[Bidder's Address]

[City, State, Zip Code]

Subject: Notification of Tender Submission Rejection – [Tender Reference Number/Title]

Dear [Bidder's Name],

We thank you for your interest in participating in the tender process for **[Tender Title/Project Name]** issued by **[Your Organization's Name]**.

After careful evaluation of all submitted proposals, we regret to inform you that your submission has not been successful. Upon review, it was found that your tender did not comply with the specified requirements as outlined in the tender documents. Specifically, your submission was found non-compliant due to the following reason(s):

- [List specific non-compliance issues, e.g. incomplete documentation, missing certifications, failure to meet mandatory qualifications, or deviation from submission guidelines]

As a result, your proposal could not be considered for further evaluation. We emphasize that this decision has been made in accordance with our commitment to a transparent and fair procurement process, applying the same standards to all bidders.

If you require further clarification on the reasons for non-compliance, please do not hesitate to contact us at [Contact Email/Phone Number].

We appreciate the time and effort dedicated to preparing your submission and encourage you to consider participating in future opportunities with us.

Thank you for your interest.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization's Name]

[Contact Information]