

Date: [Insert Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We would like to thank you for participating in the recent tender process for [Project/Service Name or Reference Number] and for the time and effort you invested in preparing your submission.

After careful consideration and evaluation of all proposals received, we regret to inform you that your tender was not selected for this particular opportunity. Our decision was based on a range of criteria to ensure the best fit for our current requirements.

We greatly appreciate the interest your company has shown in working with [Your Company/Organization Name], and we would like to extend our sincere thanks once again for your participation in this process.

Please be assured that your proposal was thoroughly reviewed, and we hope you will consider participating in any future tenders that may be relevant to your expertise.

Thank you again for your time and effort. If you would like feedback regarding your tender submission, please feel free to contact us at [Contact Information].

We wish you the best in your future endeavors and look forward to possible opportunities to collaborate.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Details]