

[Your Company Letterhead]

[Date]

[Bidder's Name]

[Bidder's Company Name]

[Bidder's Address]

Subject: Tender Response Rejection â€“ [Project/Reference Name or Number]

Dear [Bidder's Contact Name],

We wish to thank you sincerely for your interest and the time devoted to submitting a proposal in response to our recent tender, **[tender/project name or number]**. We have carefully reviewed your submission and appreciate the effort, detail, and professionalism reflected in your proposal.

After thorough evaluation, we regret to inform you that your tender was not selected for this particular procurement. This decision was made following a comprehensive assessment and does not reflect negatively on the quality of your submission, but rather the result of a competitive process with several strong proposals.

We recognize and value the resources and commitment invested in your proposal. We highly appreciate your participation and encourage you to participate in our future tenders and procurement opportunities, as we look forward to potential collaborations down the line.

Should you wish to receive any feedback on your submission, please do not hesitate to contact us. We are committed to maintaining a transparent and positive working relationship.

Thank you once again for your engagement and professionalism.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]