

[Your Company Letterhead]

[Date]

[Vendor Company Name]  
[Vendor Contact Name]  
[Vendor Address Line 1]  
[Vendor Address Line 2]  
[City, State, ZIP Code]

Subject: Response to Tender Submission â€“ [Tender Reference Number/Project Name]

Dear [Vendor Contact Name],

We would like to express our sincere appreciation for your interest in collaborating with [Your Organization Name] and for the effort and time your team invested in preparing and submitting your tender proposal for the above-mentioned project.

After careful consideration and a thorough evaluation of all proposals received, we regret to inform you that your tender submission has not been selected for this particular contract. The decision was based on [brief explanation, e.g., competitive pricing, technical requirements, or evaluation criteria], as outlined in the tender documents.

We truly value your participation and encourage you to continue engaging with us in future tender opportunities. Should you require feedback or wish to discuss the outcome of your submission, please feel free to contact us at [Contact Email/Phone Number]. We would be happy to provide additional insights to assist in your future proposals.

Once again, thank you for your interest in partnering with [Your Organization Name]. We look forward to the possibility of working together in the future.

Sincerely,

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