

Rejection Letter Sample for Unsuccessful Tender Submission

Date: [Insert Date]

To: [Bidder's Name]

Company: [Bidder's Company Name]

Address: [Bidder's Company Address]

Dear [Bidder's Name],

We would like to thank you for your effort and time in submitting a tender proposal for **[Project Name/Tender Reference]** issued by **[Your Organization Name]**.

After careful evaluation of all submissions, we regret to inform you that your tender has not been successful on this occasion. [Optionally include a brief reason, e.g., "The tender was awarded to a bidder whose submission more closely met our specific requirements and value criteria."]

We sincerely appreciate your interest in working with us and encourage you to participate in future tenders. We value your efforts and hope to see your company involved in upcoming procurement opportunities.

Should you have any questions or require further feedback, please feel free to contact us at [Contact Email/Phone Number].

Once again, thank you for your proposal and for considering partnership with **[Your Organization Name]**.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]