

Tender Rejection Letter with Thank You Note

Date: [Insert Date]

To: [Bidder's Company Name]

Attention: [Bidder's Contact Person]

[Bidder's Address]

Subject: Notification of Unsuccessful Tender Submission – [Tender Reference/Name]

Dear [Mr./Ms. Last Name],

We would like to express our sincere appreciation for your interest in participating in our recent tender process for **[Tender Title/Description]** (Reference: **[Tender Ref Number]**). We recognize the time, effort, and resources invested by your company in preparing and submitting your bid.

After careful evaluation of all submissions against the tender criteria, we regret to inform you that your bid was not selected for this contract. This decision was based on [brief reason if appropriate, e.g., more competitive offers, specific requirements, etc.], and does not reflect negatively on the quality or value of your proposal.

We genuinely appreciate your participation and the interest you have shown in working with us. We encourage your organization to stay informed about future opportunities and sincerely hope you will consider participating in upcoming tenders.

If you would like feedback on your submission, or if you have any questions regarding this decision, please feel free to contact us at [contact information].

Thank you once again for your effort and for considering a partnership with us. We wish you every success in your ongoing and future business endeavors.

Yours faithfully,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]