

[Your Organization's Letterhead]

Date: [Insert Date]

To:

[Applicant's Name]

[Applicant's Company Name]

[Applicant's Address]

[City, State, ZIP Code]

Subject: Tender Proposal Rejection – [Tender Reference Number]

Dear [Applicant's Name],

Thank you for your interest in responding to our tender invitation, titled “[Tender Title]”, dated [Tender Issue Date]. We appreciate the time and effort you invested in submitting your proposal.

After a thorough evaluation, we regret to inform you that your submission did not satisfy several mandatory requirements as specified in the tender documentation. Consequently, your proposal has not been selected for further consideration.

The primary reasons for rejecting your proposal include, but are not limited to:

- [Brief Description of Requirement Not Met #1]
- [Brief Description of Requirement Not Met #2]
- [Brief Description of Requirement Not Met #3]

We strive to maintain a transparent and fair procurement process. Please be assured that all submitted proposals were assessed with equal diligence against the stated criteria.

We encourage you to participate in future tenders and look forward to receiving your proposals when future opportunities arise. Should you wish to seek further clarification or feedback regarding your submission, please feel free to contact us at [Contact Information].

Thank you once again for your interest in [Your Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Contact Details]