

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Subject: Notification of Tender Outcome

Dear [Recipient's Name],

We would like to extend our sincere gratitude to you and your team for submitting a proposal in response to our recent tender, [Tender Reference/Title]. We truly appreciate the significant time, effort, and expertise invested in preparing your submission.

After a thorough and comprehensive evaluation of all tenders received, we regret to inform you that your proposal was not selected for this particular procurement opportunity. This decision was reached following a rigorous assessment process, during which we received numerous high-caliber submissions, including yours.

We commend you for the quality and professionalism demonstrated in your bid. Please be assured that your participation in our tendering process is highly valued, and we encourage you to participate in future opportunities with our organization.

Should you require feedback or have any questions regarding your submission, please feel free to contact us at [Contact Information].

Once again, thank you for your interest and for taking part in our tender process. We look forward to your continued engagement in future procurement activities.

Yours sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]