

[Your Organization Letterhead]

Date: [Insert Date]

To:

[Bidder's Name]

[Bidder's Company Name]

[Bidder's Address]

Subject: Official Notification of Tender Bid Rejection

Dear [Bidder's Name],

We thank you for your interest in participating in our tender process and appreciate the time and effort you invested in submitting your bid for **[Tender Name/Description]** (Reference No: **[Tender Reference Number]**).

After careful and thorough evaluation of all submissions, we regret to inform you that your tender bid has not been successful on this occasion. The decision was based on the following reasons:

- [Reason 1: e.g., Non-compliance with tender requirements]
- [Reason 2: e.g., Incomplete or missing documentation]
- [Reason 3: e.g., Alternative submissions offered more competitive pricing or value]

We value your interest in working with **[Your Organization Name]** and encourage you to participate in future procurement opportunities. If you require further clarification or feedback regarding your submission, please do not hesitate to contact us at **[Contact Information]**.

Thank you once again for your participation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Contact Information]