

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Company Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Subject: Tender Application Rejection – [Tender Name/Reference Number]

We appreciate the time and effort you invested in submitting your bid for the above-mentioned tender. After a thorough review and careful consideration of all applications received, we regret to inform you that your proposal was not selected for this opportunity.

The evaluation process was highly competitive, and while your proposal demonstrated merit and professionalism, we have decided to proceed with another submission that more closely aligns with our current requirements and objectives.

We would like to sincerely thank you for your interest in working with us and for your participation in our tender process. We value the effort you put forth and encourage you to take part in our future tenders and procurement opportunities.

If you would like any feedback regarding your submission, please feel free to contact us at [Contact Information]. We look forward to the possibility of working together in the future.

Thank you once again for your interest and understanding.

Yours faithfully,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]