

Rejection Letter for a Bid or Proposal

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

After the careful examination of all the bids we have shortlisted 10 bids. Your bid was successfully among the 10 shortlisted bids which show the potentials of successful bid making that you have. A bench of our five seniors was then formed to choose the best bid from the 10. While they had to choose only one bid, it was a tough decision to make, nonetheless, the bid was chosen and I am sorry to inform you that your bid is not the one that has been chosen. We have given the project to the [enter company] which seemed most suitable to us. Please don't be disappointed. Getting short listed as the 10 most potential bids certainly certifies that you can win the competition easily. Had we to choose two bids, the other certainly would have been yours. We have some upcoming projects and you are highly requested to make your bids for them too. Hoping to grant our next project to you in future, Stay motivated. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-