

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Notice of Rejection/Tender (NRT) - [Project Name/Reference]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally inform you regarding the outcome of the [Project Name/Reference] tender submission process. After a thorough evaluation of all proposals received, we regret to inform you that your submission dated [Submission Date] has not been selected for this project.

We appreciate the effort and time you invested in your proposal and acknowledge the valuable insights provided. The decision was based on a combination of criteria including [briefly state criteria, e.g., cost, technical capability, experience].

We encourage you to participate in future tenders and look forward to your continued interest in collaborating with us. If you have any questions regarding the decision, please do not hesitate to reach out. Thank you once again for your submission and your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]