|  |  |
| --- | --- |
| Insert Date |  |
| Full Name  Position  Company  Address  **Town** **State** **Postcode** | File Ref: Insert CW No. |
| Dear XXXX |  |

**Re:** (*RFQ/ RFP***)***(Insert***) for** **Project Title**

Thank you for your response to the above RFQ **(insert reference)** received on **Insert**. An evaluation of the responses received has been completed and unfortunately on this occasion your organisation has been unsuccessful.

If you would like to request a debrief on the evaluation of your submission, please contact Insert Project Manager (Email:Insert email address) in writing to arrange a suitable time.

Requests for any debriefs are to be made within 30 days of this (email /letter).

I would like to take this opportunity to thank you for the time and effort in the preparation and submission of your proposal.

Yours sincerely

**Name Surname**

**Title**