**To:**  
**Subject:**  
**CC:**

Respected Mr. ABC,

We received a bid document from you targeting our tender (mention the tender number). We are happy to see your interest in working with us. However, we feel immense regret to let you know that your bid (mention the bid number) was not successful.

We have accepted the tender based on the lowest bid. Unfortunately, you did not make the lowest bid considering our low-budget project.

We would like to say thanks to you for showing interest in working on the project initiated by our company. We are hopeful that we will get opportunities in the future to work with you.

A bid bond and a copy of your tender have been attached to this email. It would be so kind of you if you return the copy of the tender documents belonging to our company that you have in your possession.

We have found your company to be a very professional business and we would have chosen your bid if we didn't have a tight budget. Your company's profile is very strong and all the services you provide are outstanding.

If you want to know more about your unsuccessful bid, you can contact us via phone or email. We would be pleased to serve you.

Best regards,

[Your Name]  
[Designation]  
[Company Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_