**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: Unsuccessful tender letter**

Dear Mr. ABC,

I am writing this letter to thank you for taking part in bidding for the (name of the project) project. We have evaluated all the tenders that we received. According to this evaluation, I am writing to let you know that your bid was unsuccessful this time.

The reasons for this are (tell the reasons clearly).

I would like to thank you for the effort you have put into preparing and submitting your proposal. I hope this does not discourage you from bidding with us again in the future.

Sincerely,

[Your Name]  
[Designation]  
[Company Name]

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