# LETTER TO UNSUCCESSFUL BIDDERS

[ON SCHOOL HEADED PAPER]

NAME

ADDRESS OF CONTRACTOR

POSTCODE

[DATE]

Dear Sirs

## **[INSERT NAME OF PROCUREMENT]**

## **NOTIFICATION OF CONTRACT AWARD DECISION**

Thank you for taking part in this procurement. We have now evaluated all of the final [bids/quotes/tenders] we received. On the basis of this evaluation, I am writing to advise you that unfortunately on this occasion you have not been successful.

If you would like to receive feedback on your submission we would be more than happy to provide you with this. Please send your request in writing to [INSERT CONTACT NAME] at [INSERT EMAIL ADDRESS].

In the meantime, on behalf of the Governing Body of [SCHOOL], I would like to take this opportunity to thank you for the time and effort you have taken over the preparation and submission of your proposals. I hope this will not discourage you from bidding again in the future.

Yours faithfully

For and on behalf of the Governing Body of [SCHOOL]