

The letter to decline a Proposal

The **letter to decline a proposal** is sent to a prospective provider in order to decline the proposal submitted in response to a Request for Proposal (RFP).

The letter to decline an RFP proposal is presented on the next page.

It is highly recommended to read the recommendations below in order to properly and successfully use the letter to decline the response submitted in response to the RFP.

1. Use a formal letterhead and do not handwrite an unsuccessful letter.
2. First, **thank the person** who submitted the proposal for the time, effort, and interest in the project related to the issued RFP.
3. Next, **notify the provider** that you decline the offer they have submitted since it is not the best apparent solution to the project for which the RFP was issued. The award is not officially definitive since unsuccessful providers have the right to formally contest their disqualification, rejection, or non-selection within a reasonable timeframe, as initially defined in the RFP. Therefore, do not sign any contract with another provider until the deadline to receive protests expires and all protests are settled.
4. Your letter to decline the proposed response is not required to unveil information about to whom the project was awarded. Nevertheless, if requested, you must provide all information except for trade secrets.

5. Finally, **close the decline letter formally** with "sincerely" or a similar polite expression. Sign your name and title. Be sure to provide correct, complete contact and reference information for future correspondence.
6. Do not forget to send the decline letter via **certified mail**.
7. Since things sometimes get a little more complicated than usual, remember to consult a lawyer for further information before doing anything.

[Location], [Date]

[Contact name]
[Address of the company
that submitted the proposal
in response to the RFP]

Request for Proposal #[RFP identification number]

Dear [Contact name]:

I thank you for your time, effort, and interest in our [Project Title] project.
Nevertheless, another proposal has been selected as the best solution relative to our project.

Sincerely,

[Signature]

[Name and title of the person responsible for handling
disqualifications]
[Address]