

# Org. Letter Head

Sample Rejection Letter

Mr. Joe Doe  
Title  
ABC Firm  
Address

Subject: Request for Proposal (RFP) for [engagement title].

Dear Mr. Doe,

The purpose of this letter is to inform you that the evaluation of proposals submitted in response to the subject RFP has been completed.

The Technical Evaluation Committee evaluated all proposals in strict accordance with the evaluation criteria set forth in the RFP. We regret to inform you that ABC's proposal was not selected for award.

We want to thank you for your proposal and your interest in this engagement, and we look forward to your future participation in future RFPs for similar engagements.

Should you have any questions about this matter, please feel free to contact >>>>.

Sincerely,