



Client's logo

Letter to Unsuccessful Bidders

Project No. _____

Date: _____

Person: _____

Company: _____

Address: _____

Address (cont.) _____

Dear Sir or Madam :

Re: Tender: _____

Project Name: _____

Tenders for the above project were received at *(time and date)*. On behalf of the client, we regret to inform you that the tender of *(contractor)* has been accepted on the basis of low bid.

We thank you for the submission of your bid, and hope that we have the opportunity of working with you in the future.

Enclosed please find your bid bond and consent of surety submitted with your tender. We would appreciate the prompt return of the tender documents in your possession, for which we will return your deposit cheque(s).

Yours truly,
Person, Designations
Title

c. *Mr. Company* Fax: *if required*