Insert Date

Insert Vendor Name

Insert Vendor Address

Dear Insert Name:

Thank you for your response to our Invitation to Bid/Request for Proposal (select one then delete this note) on Contract Number Insert Contract Number and Contract Name. Although you were not the successful offeror, we hope you will continue your interest in future ITB/RFPs.

The Bid tabulation will be made available for your review at our office by appointment. Please call me at Insert Phone Number if you have any questions.

Sincerely,

Insert Name

Insert Title