

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Re: (name of project)

Dear _____,

We have evaluated all the bids submitted to us on the project noted above, and we have decided to award this contract to another bidder.

We appreciate the interest you have shown in this project and the time and effort you spent developing your proposal.

We look forward to the possibility of working with you in the near future.

Sincerely,

Name

Title