(From)

(Date)

To

…………………..

**Ref:** Proposal rejection letter

Dear Sir/Madam,

I take this chance to appreciate your efforts to our company. Our tender committee was impressed at your documentation and how your crafted your proposal.

Unfortunately, we have decided to award the contract to Maze Holding, a company that has supplied us with medical consumables for close to seven years. We also recognized that you do not stock most of the items we required.

We welcome you to submit another proposal in the future should you expand your list of medical consumables.

Thank you for your efforts and time. We hope to work with you in the near future.

**Yours truly**

(Signature)

(Name)

(Designation)

(Company)