**From:**

The Sender's Name.  
Door Number and Street's Name,  
Area Name,  
City.  
**Postal Code:** XXXXXXX  
**Phone Number:** 0000 - 123456789  
**E-mail ID:** sendersname@companywebsite.com  
  
**Date:  
Reference:**  
  
**To:**  
Addressee's Name,  
Designation,  
The Company's Name,  
Full Address with Phone Number.

**Subject:**  
Dear Sir,  
Thank you very much for the proposal you submitted to us on [date] in response to our request.   
We are aware of the great deal of time and work that went into your bid and therefore, regret to inform you that we have awarded the contract to another firm. We based our decision on [reason for rejecting bid].  
  
We will certainly be inviting your firm to bid on our future projects and thank you once again for your proposal.  
  
Yours Sincerely,  
  
  
(The Sender's Signature)