

Company Logo

November 10, 2006

Company Name

(insert address)

Dear Bidder:

RE: TENDER Q-2000

In reference to the subject quotation, please be advised that our requirements have awarded and unfortunately your submission was not successful. Our selection was based on product suitability, quality, pricing and on the best overall terms and conditions tendered.

We would like to thank you for your quotation and your company will be invited to tender on future inquiries of this nature.

Yours truly,

BUYER'S COMPANY NAME (capital letters)

Your Name

Title