

RFQPro.com	RFQ13
Sample – Rejection Letter	

Company Logo

November 10, 2008

Company Name

(insert address)

Dear Bidder:

RE: TENDER Q-2000

In reference to the subject quotation, please be advised that our requirements have been 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,
YOUR COMPANY NAME

Your Name
Title