NOTICE OF NON-AWARD

*contact name* *insert date*

*vendor company name*

*address*

*city, state, postal code*

RE: Notice of Non-Award SFA NAME

SOLICITATION NUMBER***,*** TITLE OF SOLICITATION

Dear Mr./Ms. CONTACT NAME:

The offer that your organization submitted in response to SOLICITATION NUMBER***,*** TITLE OF SOLICITATION*,* has been evaluated along with the other submitted offers. As a result of that evaluation, it was determined that your offer was not the most advantageous to the SFA NAME.

Please be advised that AWARDED VENDOR/SUPPLIER NAMEhas been awarded the contract for this solicitation.

We recognize that you and other members of your organization have expended a great deal of time and effort in preparing and presenting your offer. On behalf of the SFA NAME, I want to thank you for your interest.

If you have any questions regarding this “notice of non-award” or other matters, please notify me as soon as possible.

We hope you will participate in future solicitation(s) issued by the SFA NAME.

Sincerely,

*Authorized Representative Name*

*Title*

*Email*

*Phone*