

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: RFP Evaluation Update

Dear [Recipient Name],

We appreciate your participation in the Request for Proposal (RFP) process for [Project Name]. We wanted to provide you with an update on the evaluation timeline and next steps.

The evaluation committee is currently reviewing all submissions and is committed to a thorough assessment. We anticipate completing the evaluation by [Evaluation Completion Date]. Following this, we will notify all bidders of the outcome by [Notification Date].

If you have any questions or need further information in the meantime, please do not hesitate to reach out.

Thank you for your interest in partnering with us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]