

Letter of Bid Rejection

Date: [Insert Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Thank you for your recent bid submitted for the [Project Name] on [Project Date]. We appreciate the time and effort you dedicated to preparing your proposal.

After careful consideration, we regret to inform you that we have decided to move forward with an alternative vendor who aligns more closely with our current project requirements and goals. This decision was difficult due to the high quality of proposals we received.

We truly value your interest in working with us and encourage you to submit bids for future projects. Thank you once again for your understanding, and we wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]