

# Bid Rejection Notification

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We appreciate your interest in our project and the time you took to submit your bid. After a thorough review of your submitted documents for [Project Name], we regret to inform you that your bid cannot be accepted.

The primary reason for this decision is the incomplete documentation provided. Unfortunately, the following items were missing:

- [List of Missing Documents]

To maintain the integrity of our selection process, we require complete submissions. We encourage you to review our requirements closely in any future bids.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]