

# Buying Proposal Evaluation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We wish to take this opportunity to express our appreciation for your proposal submitted on [Insert Submission Date]. After careful consideration and evaluation, we have concluded our assessment of your proposal for [Insert Product or Service].

## Evaluation Summary

- **Criterion 1:** [Evaluation Result]
- **Criterion 2:** [Evaluation Result]
- **Criterion 3:** [Evaluation Result]

Based on our evaluation criteria, we are pleased to inform you that your proposal has been shortlisted for further discussions.

## Next Steps

Please let us know your availability for a follow-up meeting to discuss the proposal in more detail.

Thank you once again for your proposal. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]