

Letter of Bid Rejection

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for submitting your bid for the [Project Name] project. We appreciate the time and effort you invested in your proposal.

After careful consideration of all bids received, we regret to inform you that we will not be moving forward with your proposal. Due to budget constraints, we have decided to pursue a different direction for this project.

We will keep your information on file for future opportunities and hope to collaborate with you on potential projects down the line.

Thank you once again for your interest in working with us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]