

Contract Outcome Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to inform you about the outcome of the contract we discussed regarding [brief description of the contract].

After careful consideration, we regret to inform you that your proposal was not selected for this contract award. We appreciate the time and effort you invested in your submission and thank you for your interest in working with us.

Thank you again for your proposal. We encourage you to apply for future opportunities and wish you the best in your endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]