

Participation Recognition Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We would like to take this opportunity to extend our sincere appreciation for your participation in the recent tender process for [Project Name]. Your submission demonstrated a high level of professionalism and thoroughness.

We acknowledge the effort and resources you dedicated to preparing your bid, and we value the insights you provided on how your services align with our project requirements.

Although we have chosen to proceed with another vendor for this particular project, we were impressed by your capabilities and consider your organization a valuable contender for future opportunities.

Thank you once again for your time and commitment. We hope to have the chance to collaborate in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]