

[Date]

[Recipient Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for participating in our recent selection process regarding [Project Name/Service Name]. We appreciate the time and effort your team invested in preparing your proposal and presentation.

After a thorough evaluation of all submissions, we have decided to move forward with another firm at this time. This decision was based on our specific requirements and current strategic objectives.

Although we are not engaging your services for this particular project, we were impressed with your team's expertise and capabilities. We would like to keep your information on file for potential future opportunities that may be a better fit for your firm's strengths.

Thank you again for your interest in working with us. We wish you and your company continued success.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]