

[Date]

[Facilitator Name]

[Facilitator Company Name]

[Address]

[City, State, Zip Code]

Dear [Facilitator Name],

Thank you for submitting your proposal to provide corporate training services for [Company Name] regarding [Topic of Training]. We appreciate the time and effort you put into outlining your approach and curriculum.

After a thorough review of all submissions, we have decided to move forward with another candidate whose specific experience and delivery model more closely align with our current organizational requirements.

This decision is based on our specific needs for this project and does not reflect a lack of merit in your professional qualifications. We will keep your information on file for potential future opportunities that may be a better fit for your expertise.

We wish you the best of luck with your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]