

[Date]

[Consultant Name]

[Consultant Company Name]

[Address]

Dear [Consultant Name],

Thank you for submitting your proposal to provide Diversity and Inclusion consulting services for [Company Name]. We appreciate the time and effort you took to outline your approach and share your expertise with us.

After a thorough review of all submissions, we are writing to inform you that we have decided to move forward with another candidate at this time. This decision was based on our specific current project requirements and was not a reflection of the quality of your credentials or your proposal.

We will keep your information on file should our needs change or if future opportunities arise that align with your specialized skillset.

We wish you the best of luck with your consulting practice and thank you again for your interest in working with [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]