

[Date]

[Contractor Name]  
[Contractor Address]  
[City, State, Zip Code]

Dear [Contractor Name],

Thank you for submitting your proposal for the Freelance Benefits Administration project at [Company Name]. We appreciate the time and effort you invested in outlining your services and experience.

After a thorough review of all submissions, we are writing to inform you that we have decided to move forward with another candidate whose specific background and technical expertise more closely align with our current project requirements.

This decision does not reflect negatively on your professional qualifications. We were impressed by your portfolio and will keep your information on file should a future project require your specific skill set.

We wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]