

Bid Rejection Notice

HMS, Inc.
1111 East Street - Hometown, USA
(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

To: [potential seller (bidder)]

Thank you for submitting your bid dated _____, 20 _____. We appreciate the time and effort it took to provide us with the information.

Unfortunately, another bidder [it is optional to name the successful bidder] is being awarded the purchase order. Our decision was based on several factors, but [price/quality/other] was the primary determinant.

We would like to continue to include you in future bid opportunities. Again, thank you for your effort.

Sincerely,

H.M. Smith