Unsuccessful letter

Template

(Insert procurement activity and reference number)

|  |
| --- |
| **When to use this template**  This template can be used to advise a supplier they have been unsuccessful following a procurement process.  **Please delete this text box and remove any user notes before use.**  Use of this template is optional – remember to check your agency’s policies and procedures to check whether your agency has a standard template available that you are required to use.  **For more information on the *Buy Queensland* approach to procurement please visit** [www.qld.gov.au/buyqueensland](http://www.qld.gov.au/buyqueensland).  Get involved! This document is part of the Procurement Resource Centre. We would love to hear what you think, so please email your feedback to [betterprocurement@hpw.qld.gov.au](mailto:betterprocurement@hpw.qld.gov.au).  **Disclaimer**  This document is intended as a guide only for the internal use and benefit of government agencies. It may not be relied on by any other party. It should be read in conjunction with the Queensland Procurement Policy, your agency’s procurement policies and procedures, and any other relevant documents.  The Department of Housing and Public Works disclaims all liability that may arise from the use of this document. This document should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this document, reasonable efforts have been made to use accurate and current information. It should be noted that information may have changed since the publication of this document. Where errors or inaccuracies are brought to attention a reasonable effort will be made to correct them. |

# Unsuccessful letter

[User note: this letter should be copied and put onto the agency’s letterhead.]

(Insert recipient’s name)

(Insert recipient title)

(Insert recipient’s company name)

(Insert recipient’s address)

Dear (Insert salutation)

Re: (Insert procurement activity and reference number)

Thank you for your offer in response to the above procurement activity.

Unfortunately, on this occasion your offer was unsuccessful.

Please contact (insert name of the contact officer for the procurement activity) on (insert phone number) or by email (insert email address) should you have any questions or would like to request feedback in relation to your offer.

The time and effort you have taken to prepare your response is appreciated and I would like to thank you again for submitting an offer.

Yours sincerely

(Insert sender’s name)

(Insert sender’s title)