*[Goods and Services procurement templates - letter - decline all offers]*

Your ref: [Insert supplier reference]*[delete line if no reference]*

Our ref: [Insert file no]

Enquiries: [Insert name]

Telephone: [Insert telephone number]

Email: [Insert email address]

[Title] [Full name]

[Position]

[Name of organisation]

[Street address]

[Suburb State Postcode]

Dear [Title] [Surname]

# Decline of Offer for Request [Number] for [Details as per title of Request]

Thank you for making an Offer for the above Request. We advise that all offers have been declined on this occasion because [insert reason/s].

For further information, please contact [procurement officer's name] on (08) [phone number].

Yours sincerely

[Name of Authorised Officer]

[Position]

[Day Month Year] *[leave space for day to be written]*