*[Goods and Services procurement templates - letter - unsuccessful offer]*

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]

# Request Xxx for (Details as per title of Request)

Thank you for making an Offer for the above-mentioned Request. We appreciate your participation in the request process, however, on this occasion, your Offer was unsuccessful.

The successful Respondent was [contractors name] at a cost of [amount].

For further information please do not hesitate to contact [procurement officer’s name or me] on (08) [phone no].

Yours sincerely

[Name of Authorised Officer]

[Position]

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