*[Goods, Services and Maintenance Works Service procurement template - letter - Unsuccessful - WQTS]*

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 [request number] for [details as per title of request]

Thank you for responding to our Request for the requirement indicated above.

All submissions were evaluated against the criteria stated in the Request. Unfortunately your organisation was unsuccessful on this occasion.

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

If you would like feedback on why your response was unsuccessful, please contact [procurement officer's name] on [insert phone number] or [insert email address] to arrange a mutually convenient time.

Yours sincerely

[Name of Authorised Officer]

[Position]

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