DATE

Consultant Representative

Consultant Firm Name

Street Address

City/Town, State, Zip Code

Dear Mr. or Ms. (last name only):

RE: RFP # - RFP Description

Thank you for submitting a proposal in response to the subject Request for Proposals (RFP). A selection committee, using the evaluation criteria in the RFP, has completed its review and scoring of all technical proposals received.

This letter is to inform you that your proposal was not selected.

Thank you for your interest in working with      .

If you have any questions, please contact       at (207)       or e-mail      .

Sincerely,