



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter for Bidding on Project _____ (Write the name of the project)

Dear _____ (Name of the Recipient)

I am writing this letter to thank you for bidding on our _____ Project (Write the name of the project). We are grateful to you for taking out time to bid on our project. Thank you for considering our project to place a bid on. We appreciate the efforts you made for this bid.

However, we would like to inform you that we will not be able to accept your bid this time. The high quality of your proposal indicates the time and efforts you have invested. But due to some circumstances and requirements, we will not be able to go ahead with your bid.

We sincerely appreciate your comprehensive and high quality proposal. Once again, we thank you for placing a bid on our project and are willing to see you at the future bids too.

Sincerely,

(Signature)

Sender's Full Name