Ref: LET.

(Date)

(Company)

(Address)

**Attention: (Name)**

**(Position)**

Dear Sir,

**Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unsuccessful Bidding** **- ……………… Work**

(Owner Company Name)

On behalf of ………………………………………… for Project, we are very appreciated for your participation and good cooperation during a bidding process.

We would like to advise that after a bidding process, your submission is not success and was not awarded.

Nevertheless , we hope to have your cooperation in near future again and thank you very much.

Should you have any questions, please do not hesitate to contract us.

Sincerely yours,

For and on behalf of Project Alliance Company Limited

(Name)  
(Position)

Attachment: 1) **…………………………………….**