

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

|                      |      |                      |
|----------------------|------|----------------------|
|                      |      | Return address:      |
|                      |      | Company              |
|                      | Date | Address Line 1       |
|                      |      | Address Line 2       |
|                      |      | City, State Zip Code |
| Name                 |      |                      |
| Company              |      |                      |
| Address Line         |      |                      |
| City, State Zip Code |      |                      |

Re: Notice of Rejected Bid

Dear :

I regret to inform you that your submitted bid to provide dining services to our construction crew has been rejected.

If you wish to speak with someone concerning this matter, please call our personnel director during business hours.

Sincerely,

N A M E