**(Update highlighted parts and then remove highlight)**

Our Ref:

Your Ref:

Enquiries:

Telephone:

Email:

Date

Mr/Ms/Mrs Initial Surname

Title

Name of organisation

Street Address

SUBURB STATE Postcode

Dear Mr/Ms/Mrs Surname

RE: INVITATION FOR – (INSERT NAME AND NUMBER)

Thank you for your response for procurement description. Your response has been evaluated and unfortunately on this occasion it was not successful.

Your interest in this invitation and your efforts in preparing your response are appreciated.

If you wish to receive feedback regarding your response, you can attend a supplier debriefing session.

Please provide written advice to (name and contact details of Contact Person) within 30 days of the date of this letter to confirm your attendance. Please also provide any specific questions you have at this time.

If you accessed this supply opportunity via the SA Tenders and Contracts website, in addition to any direct feedback you wish to provide, you can also provide anonymous feedback using the survey tool on the website. You will need to include the tender code, tender title and issuing agency detail located on the website. Go to: <https://www.tenders.sa.gov.au/tenders/index.do>

Yours sincerely

Insert name

INSERT TITLE

INSERT BRANCH/BUSINESS UNIT

PUBLIC AUTHORITY