Ref:

|  |
| --- |
| Name Surname Position Organisation Address SUBURB STATE Postcode |

Dear [Insert name]

### [RFx # - RFx Name]

Thank you for your response to our Request for [Proposal/Quotation/Tender] [insert RFx number] for [insert RFx name].

Please be advised that your offer for the above Request for [Proposal/Quotation/Tender] has been unsuccessful.

Should you wish to discuss this matter further, we will be happy to meet with you for a debrief. To arrange a debrief meeting, please contact me on telephone 02 [XXXX XXXX] or email [XXXX.XXXX]@finance.nsw.gov.au.

Yours sincerely

[Name Surname]  
[Title, Business Unit]