# Unsuccessful Selection Letter –Expression of Interest

## User guidance

Instructions in the sample text below have been highlighted in yellow. If highlighting is not visible, go to Tools/ Options then click on the View tab, tick the Highlight check box and click the OK button.

## Sample text for letter to the unsuccessful applicant

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| --- |
| » insert the date  The Manager, » insert the name of the Applicant ABN » insert the Applicant’s ABN » insert the Applicant’s address  **» insert the Expression of Interest name EOI No. » insert the EOI No.**  The Principal advises that your application dated » insert the date of the application for the above Expression of Interest has been unsuccessful.  For any feedback on your application please contact » insert contact person, the Chairperson of the Evaluation Panel, on » insert contact person’s phone number.  Yours faithfully,  » insert the name of the person issuing the letter » insert the person’s position title, if relevant **for the Principal** |