# 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

|  |
| --- |
| » insert the dateThe Manager,» insert the name of the ApplicantABN » insert the Applicant’s ABN» insert the Applicant’s address**» insert the Expression of Interest nameEOI 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** |