**[Insert School logo or masthead]**

**[Insert Company Contact Name]**

**[Insert Address 1]**

**[Insert Address 2]**

**[Insert Address 3]**

**[Insert Address 4]**

**[Insert intended Date of Issue]**

**Re: Call for Tenders for the Provision of a contract for the supply of Primary Schoolbooks to [Insert School name]**

Dear **[Insert Contact Name for rep of company]**,

In relation to the above-mentioned competition, I can confirm that the quotations received have now been scrutinised. The contract for the supply the schoolbooks is being awarded based 100% on the lowest cost proposal received, and I regret to inform you that your quotation proposal has been unsuccessful on that basis.

I wish to thank you for your interest in this competition, and for the time and effort taken to submit the quotation.

Yours sincerely,

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the Board of Management of

**[Insert School Name]**