

[Print on back of letterhead] [insert Address]

<<Contact Name>>  
<<Trading/Company Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

Re. Your Quotation <<Quotation Number << >>>].

We have now received all quotations in response to our current purchasing requirements. Each has been assessed against all the parameters of the proposed business. [It has been decided to award the business to <<name>>].

The prices quoted by all those submitting tenders were extremely competitive. [The decision to choose the above company was based on <<reasons>>].

We would like to thank you for the time and effort your company has put into submitting your quotation/tender and hope to have the opportunity to bid for our future business.

Yours sincerely,

<<Name & Title>>  
For and on behalf of <<Company Name>>