[date]

[Bidder Company Name]

[Authorized Contact, Title]

[Street Address]

[City, State Zip]

SENT VIA PDF ATTACHMENT TO EMAIL: [bidder email]

**Subject: Rejection of Response to [solicitation number, title]**

Dear Mr./Ms. [representative last name]:

The purpose of this letter is to notify you that the bid submitted by [company name] in response to [solicitation number, title], has been rejected.

The reason[s] for the rejection [is/are]: (customize as appropriate)

Section [number] of the solicitation required [provide specific requirement]. [Bidder Company Name] failed to meet this requirement [describe specific failure].

Section [number] of the solicitation required [provide specific requirement]. [Bidder Company Name] failed to meet this requirement [describe specific failure].

Section [number] of the solicitation required [provide specific requirement]. [Bidder Company Name] failed to meet this requirement [describe specific failure].

The purpose of this letter is to assist you in future responses.

Per the solicitation, Section 5 Complaint, Debrief, and Protest Requirements, bidders may request a debrief conference following the announcement of the Apparent Successful Bidder.

I appreciate your interest in doing business with the State of Washington and look forward to your participation in the future. If you have any questions, please contact me at [phone number] or [email address].

Sincerely,

[name]

Procurement Coordinator