*Sample Regret Letter*

*Date*

*Supplier Name*

*Address*

Dear *xxxxxx*

**RE:** *[Procurement Project Name]*

**Reference #:** *xxxxxxxxxxxxx*

Thank you for your submission in response to the above-noted solicitation. This letter is to inform you that your submission was not the highest ranked and that a contract will not be awarded to you for this project. A contract has been awarded to the successful submission made by *(insert name of successful bidder)*, with a contract value of *KYD$*\_\_\_\_\_\_\_\_\_ *(insert value of awarded contract)*

*If the submission did not meet a mandatory requirement or threshold in the rated criteria insert the following:*

As indicated in the solicitation, a submission was required to meet each and every mandatory requirement. Unfortunately, the evaluating team determined that your submission did not comply with all the mandatory requirements of the solicitation, including the following:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert description of non-compliance)*

*If the submission met the mandatory requirements but was not the highest ranked, insert the following:*

Although your submission was found to be responsive to the mandatory requirements of the solicitation, it did not achieve the highest-ranking under the evaluation methodology described in the solicitation. Your submission was ranked (*insert ranking e.g. 2nd, 3rd, etc*) overall.

I would like to thank you for your *submission* and your interest in being a supplier to the Cayman Islands Government (CIG). Your participation is appreciated, and I hope that you will continue to bid on procurement opportunities offered by CIG.

Should you require further feedback on your submission, please send your request for a debriefing in writing to *(insert email address)* within 5 business days of this notification.

Yours truly,

*Signature block*