
Sample Letter to Firm(s) Not Selected

(Please read thoroughly and edit text appropriately.)
Print on Grantee's Letterhead

TO: FIRM NOT SELECTED FOR PROJECT
FROM: GRANTEE
PROJECT: PROJECT NAME
RE: SELECTION RESULTS

On behalf of the selection committee for the _____ project I want to thank you and your team members for your efforts in presenting your qualifications to our panel.

This letter is to inform you that the committee has selected _____ to complete the planning study for our project.

Again, I want to express our sincere gratitude for your firm for your interest in our community.

Sincerely,

Chief Elected Official or Grant Administrator