Date

Name of bidder

Address of bidder

Attn: Name of OPI

Re: Project Name - RFP #

Dear Mr./Ms. Name of OPI,

Bid submissions for the above project were received by insert closing time and date on RFP. CFWMS/Base/Wing/Unit regrets to inform you that the bid submission of insert name of successful bidder has been accepted on the basis of the RFP evaluation criteria.

We thank you for the submission of your bid, and hope that we have the opportunity to work with you in the future.

Yours truly,

Name of Contracting Authority

Title of Contacting Authority

CFMWS/Base/Wing/Unit

Telephone Number/Cell Phone Number/Fax Number