**User Information:**

**Email template for Unsuccessful supplier**

From:   
Date:

To:

Subject:

Hi

Dear

As promised, I’m writing with advice on the above tender.

Unitec Institute of Technology (Unitec) regrets to advise you that (suppler organisation name) has not been successful this time round as the provider for \_\_\_\_\_\_\_\_\_\_\_\_\_.

The decision was made as objectively as possible and followed a lengthy evaluation process.

We are glad to offer a debrief session, if need be. Please contact the undersigned if you would like this to be arranged.

We thank you for your participation in this process.

Yours sincerely