***Sample* Letter To Commercial Vendor Who Responded To RFP, But Was Not Selected**

***(Insert on School Letterhead)***

 (Date)

 (Name of Contact Person)

 (Title)

 (Commercial Vendor Company Name)

 (Address)

 (City, State, Zip)

Dear (Name of Contact Person):

Thank you for taking the time to submit a proposal to provide our school with vended meals. We appreciated the quality of your proposal.

Based on our review of the evaluation criteria included in the RFP, (Name of Successful Vendor] received the highest score on our evaluation criteria scoring sheet and therefore was awarded the contract to provide vended meals.

Please feel free to contact us if we advertise for proposals for vended meals in the future. We value the time and effort that you dedicated to the proposal and we look forward to the possibility of working together at some time in the future.

Sincerely,

(Name of SFA Business Administrator/School Administrator)

(Title of SFA Business Administrator/School Administrator)