[DATE]

[NAME]

[CORRECT LEGAL NAME OF RECIPIENT]

[ADDRESS]

[CITY] [STATE] [POST CODE]

Email: [EMAIL ADDRESS (IF SENDING BY EMAIL)]

**[INSERT CONTRACT NAME]**

**CONTRACT NO. [INSERT CONTRACT NUMBER]**

NOTICE OF UNSUCCESSFUL EXPRESSION OF INTEREST

[COUNCIL NAME] (‘Council’) advises that your expression of interest for this contract has not been successful and Council does not intend to invite a tender from you.

Council thanks you for your time and effort in preparing your expression of interest.

Please note that Council will not provide feedback to unsuccessful parties in relation to the expressions of interest until after the request for tender process is finalised. After that time, you are invited to contact [INSERT NAME] on [INSERT CONTACT DETAILS] if you have any queries or wish to request feedback in relation to your expression of interest.

Yours faithfully,

[INSERT NAME]

[INSERT TITLE]