

Date

Click To Insert Addressee

Click To Insert Address

Dear Mr./Ms./Mrs. Addressee Last Name:

SUBJECT: Notice to Proposers Not Making Short-List
Name of Project/Study, Agreement Number Insert Number

Thank you for responding to Shasta Regional Transportation Agency's (SRTA's) Request for Proposals (RFP) or Qualifications (RFQ). We realize that a considerable amount of time must be spent to prepare a Proposal or Statement of Qualifications (SOQs) in response to an RFP or RFQ. SRTA's consultant evaluation committee has reviewed and evaluated all of the Proposals or SOQs. The top-ranked companies submitting a Proposal or SOQ have been placed on a short-list. This letter will serve as your notice that you have not been placed on SRTA's short-list of qualified proposers for the Name of Project/Study.

You will not receive any further notices from SRTA regarding the Name of Project/Study. Protests regarding lack of inclusion of your company on the short-list must be received by SRTA within five business days after the date of this Notice.

Project Manager of this office has been assigned the management responsibility for this project. All questions and administrative matters should be directed to Mr./Ms./Mrs. PM Last Name at the above address or at (xxx) xxx-xxxx.

Again, thank you for your interest in working with SRTA.

Sincerely,

AUTHOR NAME

Author Title

Author Initials/