

Date

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

SUBJECT: Post-Award Notice
 Name of Project/Study

Thank you for your response to the Shasta Regional Transportation Agency (SRTA) Request for Proposal (RFP) for Name or Description of RFP. SRTA received a number of high quality proposals and recognizes the hard work that went into preparing them.

On or about Date, SRTA sent you a Notice of Intent to Enter Negotiations with another Proposer. At that time we informed you that SRTA had commenced negotiations with Name of Selected Firm. Since that time, SRTA has finalized its contract negotiations with Name of Selected Firm.

Although your firm was not selected for this contract work, we hope you will respond again should similar opportunities become available at SRTA.

Please feel free to contact me at (xxx) xxx-xxxx if you have any questions. Again, thank you for your interest in contracting opportunities with SRTA.

Sincerely,

AUTHOR NAME
Author Title

Author Initials/