

REGRET LETTER

To: (Vendor)	Destination fax number: (number)
From: (Responsible buyer)	Return fax number: (fax number) Tel: (phone number) Email: (emailaddr@.xx)
Date: (date)	No. of pages including this page: 1

File code:

Subject: **RFQ (or ITB or RFP) (reference)**
(title)

Your offer **(reference)** dated **(date)**.

We are sorry we did not select your offer on this occasion. However, we look forward to future business cooperation.
Kind regards.

(Responsible buyer)
Signature