Dear “**INSERT SUPPLIER NAME**”

**INVITATION TO QUOTE FOR:**

**“add contract name here and contract reference number”**

Thank you for your quotation dated**.** On behalf of **Glasgow Caledonian University**, the evaluation of all the quotations received for this contract has been completed, however on this occasion your quotation has not been successful.

The quotation submitted by and provide brief reasons why the supplier was unsuccessful.

On behalf of **Glasgow Caledonian University**, I would like to thank you for the time and effort taken by when submitting this quotation.

Please do not hesitate to contact me directly should you have any questions about the content of this letter.

Yours faithfully