Development Tool: Post Interview Response Rejection Letter

Your Organisation

[Address line 1]

[Address line 2]

[Address line 3]

[Telephone Number]

[Date]

[Recipient Name]

[Address line 1]

[Address line 2]

[Address line 3]

Dear [Recipient Name]

**Re: [Project Name] Request for Proposals and Creative Pitch Presentation**

We would like to thank you for your interest in partnering with [your organisation], your submission to our Request for Proposals, and for the time and energy dedicated to your Creative Pitch Presentation.

The process was extremely competitive and unfortunately, we regret to inform you that your agency was not successful in being selected as our agency partner for [programme name]. Attached you will find some feedback on your presentation; we do hope this is useful to you and your team.

We will keep your information on file so we may contact you should another partnership opportunity arise.

Yours Sincerely,

[Your Name, Title]