DGCFI-ID/OUT/2024/AF[Insert doc number]

**ABC**

123 Chapel Street

MELBOURNE VIC 3004

Dear

**(Insert Project Title – This title must mirror the title that was used for Tendering purposes) i.e PROJECT AZ 3333 - REDEVELOPMENT OF RAAF BASE**

1. We refer your Request for Tender dated (insert date) for the provision of the services connected with the subject project. Unfortunately your proposal was not successful and accordingly it is declined. Details of any contract awarded will be published on AusTender at [www.tenders.gov.au](http://www.tenders.gov.au) in the near future

2. If you wish to be provided with a debrief on your submission please contact Joe Bloggs on (02) 6266 6666 or through email (joe.bloggs@defence.gov.au) before (Insert date).

**Yours faithfully**

**(Insert your Name)**

(Rank)

Role

Capital Facilities and Infrastructure

 April 25.