|  |  |
| --- | --- |
| untitled | **[COMMONWEALTH TO INSERT NAME]** **[COMMONWEALTH TO INSERT POSITION]** **[COMMONWEALTH TO INSERT BRANCH]** Brindabella Business Park (BP26-**[COMMONWEALTH TO INSERT LOCATION]**) PO Box 7925 Department of Defence CANBERRA BC ACT 2610 🕿: (02) **[COMMONWEALTH TO INSERT NUMBER]**  🖳: **[COMMONWEALTH TO INSERT]**@defence.gov.au |

**[COMMONWEALTH TO INSERT DOCUMENT OBJECTIVE REFERENCE EG DGCFI-ID/OUT/##/##]**

**[COMMONWEALTH TO INSERT NAME AND ADDRESS OF PANEL CONSULTANT]**

**[COMMONWEALTH TO INSERT EMAIL ADDRESS OF CONSULTANT'S REPRESENTATIVE]**

Attn: **[COMMONWEALTH TO INSERT NAME OF CONSULTANT'S REPRESENTATIVE]**

**BY [COMMONWEALTH TO CONFIRM EG MAIL AND EMAIL]**

Dear **[COMMONWEALTH TO INSERT SALUTATION]** **[COMMONWEALTH TO INSERT SURNAME OF CONSULTANT'S REPRESENTATIVE]**

**DEFENCE ENVIRONMENT AND HERITAGE PANEL - [COMMONWEALTH TO INSERT NAME OF PROJECT] - LETTER OF NON ACCEPTANCE**

1. We refer to your proposal dated **[COMMONWEALTH TO INSERT DATE]** in relation to the performance of services for the Project.
2. Unfortunately, your proposal was not successful. If you wish to discuss this decision, please contact **[COMMONWEALTH TO INSERT NAME]** at **[COMMONWEALTH TO INSERT CONTACT DETAILS EG PHONE NUMBER OR EMAIL ADDRESS]** to arrange a debrief.
3. **[OPTIONAL]** Upon receipt of this letter, please return to the Commonwealth the following documentation (including all copies):

**[COMMONWEALTH TO INSERT DESCRIPTION OF DOCUMENTS PROVIDED BY THE COMMONWEALTH TO BE RETURNED TO THE COMMONWEALTH].**

Yours faithfully

**[COMMONWEALTH TO INSERT SIGNOFF]**

**[COMMONWEALTH TO INSERT DATE]**