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**Sample Letter to Firm(s) Not Selected**

(Please read thoroughly and edit text appropriately.)  
Print on Grantee's Letterhead

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**TO:** FIRM NOT SELECTED FOR PROJECT  
**FROM:** GRANTEE  
**PROJECT:** PROJECT NAME  
**RE:** SELECTION RESULTS

On behalf of the selection committee for the \_\_\_\_\_ project I want to thank you and your team members for your efforts in presenting your qualifications to our panel.

This letter is to inform you that the committee has selected \_\_\_\_\_ to complete the planning study for our project.

Again, I want to express our sincere gratitude for your firm for your interest in our community.

Sincerely,

Chief Elected Official or Grant Administrator