April 12, 2016

«FirstName» «LastName»

«JobTitle»

«Company»

«Address»

«City», «State» «PostalZip»

**RE:** Interview Results for the Proposed (name of project) Project.

Dear «Prefix» «LastName»:

Thank you very much for your oral presentation. The time and effort your company and staff expended to respond to our selection process is sincerely appreciated. The Selection Committee has completed analysis of the interviewed firms. Although we found all respondents to be capable and qualified, we regret to inform you that the selection committee has selected another firm to provide the desired services. The final ranking is provided below.

1. (name of company 1)

2. (name of company 2)

3. (name of company 3)

The Transportation Department will initiate contract negotiations with the top ranked firm, however, in the event that we are unsuccessful in coming to terms, the Transportation Department will then initiate negotiations with the next ranked firm.

The Transportation Department intends to keep your firms contact information on file for notification of future solicitations on projects needing similar services.

Again, the selection committee sincerely appreciates your interest in Riverside County Transportation projects and we look forward to future opportunities to work with «Company».

Very truly yours,

(Name of Contract Administrator)

(Title of Contract Administrator)