(Date)

Contact Name, Title

Proposer Name

Address

Address

Phone

Contact email

Re: Tennessee Board of Regents (TBR) Request for Proposal (RFP) Number \_\_\_\_\_\_\_\_. “\_\_\_Name of RFP\_\_\_”.

Dear

This letter is to notify you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been selected as the successful proposer for the (Name of Institution) Request for Proposal Number \_\_\_\_\_\_\_\_. The (Name of Institution) (Institution) intends to contract with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please be advised that this notice is not an acceptance of any offer and that the Institution retains the right to reject any and all proposals. The selected successful proposer acquires no rights unless and until a contract is fully executed by the selected proposer and appropriate Institution officials.

We thank you for your participation in our procurement process. The Request for Proposal File Number \_\_\_\_\_\_\_\_ will be open for review by bidders beginning \_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_. Appointments must be made either by telephone or email.

Immediately, after the completion of the documentation review period, the Institution anticipates that a contract will be executed with the successful proposer, if all contractual requirements are met.

To schedule a review time, please contact me at (\_\_\_) \_\_\_\_\_\_\_\_ or by email at \_\_\_\_\_\_\_\_\_\_\_. If I am unavailable, please contact \_\_\_\_\_\_\_\_\_\_\_ at (\_\_\_) \_\_\_\_\_\_\_\_\_,

Sincerely,

(Name)

(Title)