**LATE OFFER NOTIFICATION (Email Language)**

Name of Company

ATTN:

Street Address

City, State, ZIP

Subject: ***[Insert SIR number and project description]***

Date: ***[Insert date]***

Dear ***[Insert name],***

Your offer in response to the referenced SIR was received on ***[Insert date and time]***. The time specified for receipt of offers was ***[Insert date and time]***. Your offer is considered non-responsive and will not be considered. To avoid a reoccurrence of this situation in the future, you are encouraged to review AMS Clause 3.2.2.3-14, Late Submissions, Modifications, and Withdrawals of Submittals. If you have further questions, please contact the Contracting Officer at ***[contracting.officer@faa.gov]*** or ***[Insert phone number]***.

Thank you for your interest.

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***

Number of Enclosures: 0

cc: