**UNSUCCESSFUL OFFER NOTICE**

Company  
ATTN:   
Address  
City, State, Zip

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

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

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

This letter serves as notification that a contract has been awarded to ***[Insert contractor name]*** of ***[Insert Contractor’s city and state]*** in the amount of $ ***[Insert amount]***, for the subject solicitation. You have three working days from receipt of this award notification to request a debriefing.

Thank you for your interest in Federal Aviation Administration contract opportunities. We hope you will continue to participate in our procurement programs.

If you have any questions, please contact the Contracting Officer at ***[contracting.officer@faa.gov]*** or ***[Insert*** ***phone number]***.

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

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

***[Insert Office Address]***