

**Cooperative Extension Service**

*CES County Name and Address*

*Here. Keep the email below.*

*<http://extension.ca.uky.edu>*

**Sample Bid Rejection Letter**

Date:

Company Name and Address

To whom it may concern:

I regret to inform you that the bid you submitted for \_\_\_\_\_ was not chosen by the \_\_\_\_\_  
County Extension District Board.

We thank you for your interest and welcome future bids from your company as the situation arises.

Respectfully yours,

Contact Agent Name

And Title

cc. as needed

