# Decline email template

**Subject: Re: Proposal Submission for Renewable Energy Solution**

Dear [Supplier Contact],

I hope this email finds you well. We would like to thank you for your time and effort in submitting a proposal for the [insert the specific RES technology] project at [Your Business Name]. Your participation in the selection process was very much appreciated.

After careful evaluation and consideration of all the proposals received, we regret to inform you that we have chosen another supplier for this project. This decision was made based on several factors, including the alignment of their proposal with our specific project requirements and [Insert other reasons e.g., the overall competitiveness of their offering].

*[Optional]* Please be assured that this decision is not a reflection of your company's qualifications or potential for future collaborations. We keep all submitted proposals on file for future reference and may consider them for other projects that match your expertise and capabilities.

Once again, we thank you for your interest and for the time invested in preparing your proposal.

*[Optional]* If you have any questions or require feedback on your proposal, please feel free to reach out to us, and we will be happy to provide additional information.

Kind regards,

[Your Name and Contact details]

# Award email template

**Subject: Re: Proposal Submission for Renewable Energy Solution**

Dear [Supplier Contact],

I am pleased to inform you that your proposal submitted for the [insert the specific RES technology] project at [Your Business Name] has been evaluated and selected for award.

The decision to select [Supplier Business Name] was based on several factors, including the alignment of your proposal with our specific project requirements and [Insert other reasons e.g., the overall competitiveness of your offering, your company’s experience in the industry].

Please see the details below with regards to contract signing and next steps for implementation:

**Contract Details:**

[Key contract details such as start date, contract duration, milestones, and deadlines etc]

**Next Steps:**

[Next steps including contract signing (preparation, review, approval, and signature as applicable), request company details or documentation required, scheduling of kick-off meetings etc]

Thank you again for your participation in the tender; we are excited to begin working with you on this project. In the meantime, if you have any questions or need any further clarification on the project or contract, please feel free to reach out to us.

Kind regards,

[Your Name and Contact details]