MEMO – FOR FIRMS THAT SUBMITTED LETTERS/STATEMENTS OF QUALIFICATION – NOT SELECTED FOR INTERVIEW

TO: (All firms not asked to interview or tour facilities)

FROM: __________________________________________
       Owner

________________________________________________________________________

Individual                      Title

________________________________________________________________________

Address

RE: Status of Selection Process

________________________________________________________________________

Project

The __________________________________________
       Name of committee or group

expresses its appreciation to you and your firm for submitting your Letters of Qualification.

After careful consideration of all firms that submitted qualifications, the __________________________
       Committee board or staff unit

decided to interview the following firms:

(List firms in alphabetical order)

1.
2.
3.
4.
5.

Although your firm was not selected for an interview, we appreciate your interest in our project, and the resources spent on the preparation of your proposal.