

# 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.