**< Letterhead of contracting authority >**

< Date >

< Leader >

< Address >

Our ref: < Publication reference > / < Letter number >

Dear Sir / Madam

**< Contract title >, < Location >, [if applicable <lot number and title>]**

Thank you for your recent request to participate in the above contract. I regret to inform you that your request to participate has not been short-listed to prepare a detailed tender for this contract for the following reason(s):

Delete rows not applicable

* your request to participate did not arrive before the deadline
* your request to participate did not follow the standard request to participate format and/or the instructions contained in it
* your request to participate included a legal entity whose nationality is not that of one of the eligible countries identified in section 4 of the Additional information about the contract notice
* your request to participate was not considered to satisfy the economic and financial standing criterion (in particular, < Criterion 1a/1b/… >)
* your request to participate was not considered to satisfy the professional capacity criterion (in particular, <Criterion 2a/2b/… >)
* your request to participate was not considered to satisfy the technical capacity criterion (in particular, <Criterion 3a/3b/… >)
* your request to participate is unsuitable because it has been submitted by an economic operator in one of the exclusion situations under Section 2.6.10.1.1 of the practical guide
* <other reason, to be specified, e.g. your request to participate was considered to give rise to a conflict of interests due to your previous involvement in the project>

For your information, we received <total number of requests to participate> requests to participate in response to the contract notice of which <number of shortlisted candidates> were short-listed. The shortlist will be published in Section VI.3 of the award notice.

We draw your attention to the legal remedies available to you to contest this decision, explained in Section 2.12. of the practical guide.

Although we have not been able to pursue your candidature further on this occasion, I trust that you will continue to take an active interest in [EU] [EDF]-funded initiatives.

Yours faithfully,

< Name >