

SAMPLE NOTIFICATION LETTER TO OTHER FIRMS*****(FOR FIRMS NOT SELECTED TO ENTER THE RFP PROCESS)**

Re: Consultant Selection Process
(Name of Project)

Dear _____:

We are writing to advise you that your firm was not selected to submit a proposal to _____ (sponsor name or the DOTD) for _____ (name of advertised project).

Following a qualifications-based selection process, the firms selected to the Pre-Application Short-List (in no particular order) are as follows:

1. _____ (FIRM #1)
2. _____ (FIRM #2)
3. _____ (FIRM #3)

We appreciate your firm's interest in our airport and in this project.

Very truly yours,

Consultant Selection Committee

cc: LDOTD