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| --- |
| **Copy and place on your own Letterhead** |

Type Name Type Date

Type Address

Type City and Province

Type Postal Code

ATTENTION: Enter Bidders Name

**RE: REQUEST FOR QUALIFICATIONS** Enter Title of Project and RFP #

This is to advise that a Request for Proposal (or “Proposal”, if no formal RFP issued) has been issued to the Enter Bidders or Proponents who were short listed during the evaluation process.

At this time, your submission is not included on the short list. You will be notified if the City later determines that your firm will be invited to submit a Proposal.

Yours truly,

Enter Directors Name

Director

cc: Director of Legal Services – **SPEC NOTE**: use Email address ONLY if required Legal-Purchasing@winnipeg.ca

 Manager of Materials