

# Memo to Firms

## *Not Selected for an Interview*

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To: *(List firms not asked to interview – in alphabetical order)*

From: *(Owner, Contact Person, Address)*

Re: Status of the Selection Process

The *(committee or board)* would like to express their appreciation to you and your firm for submitting your Letter of Qualifications.

After careful consideration of all firms who submitted their qualifications, \_\_\_ (#) firms have been selected for interviews.

For you information, the firms selected for further consideration are:

*(List in alphabetical order)*

- 1.
- 2.
- 3.
- 4.
- 5.

While you firm was not selected for an interview, we appreciate your interest in our project and the time spent in the preparation of your submission.