



Current Date

Re: Statement of Qualifications for Engineering Design and Specifications for the **Write project name here.**

Dear: **Firm's name**

We have completed our review of qualification submittals for **(include brief scope)** associated with the **Write project name here.** All submittals were professional and well presented.

The time and effort your firm expended to prepare this information is certainly appreciated.

This letter is to inform you that your firm was not selected as our firm for this project. We greatly appreciate your prompt response to our request and will certainly consider your firm for future projects here at the Port of Olympia.

Please feel free to contact us at (360) 528-8000 should you have any questions regarding the consultant selection.

Sincerely,
Port of Olympia

PM's Name
Project Manager