June 13, 2015

«FirstName» «LastName»

«JobTitle»

«Company»

«Address»

«City», «State» «PostalZip»

**RE:** Interview Results for the Proposed (name of project) Project.

Dear «Prefix» «LastName»:

Thank you very much for submitting a written proposal in response to our Request for Proposals. The Selection Committee has completed review of the submitted proposals and has prepared a list of firms to be interviewed. Listed below (in alphabetical order) are three firms, which have been selected to be interviewed as the next stage of the selection process.

**(name of company 1)**

**(name of company 2)**

**(name of company 3)**

The proposals were evaluated by a panel of professionals from (names of agencies). Panel members evaluated the proposals independently and the results are based on the combined scores. The selection process was difficult with many capable firms submitting proposals.

The Riverside County Transportation Department sincerely appreciates the interest shown by all the companies who submitted proposals and the great amount of effort expended. We regret not being able to short-list all of the qualified firms, but we do look forward to working with many of you in the future.

Thank you again for your proposal and for your interest in Riverside County Transportation projects.

Very truly yours,

(Name of Contract Administrator)

(Title of Contract Administrator)