Insert Letter Head of Implementing/Executing Agency or Bank if UOF

dd Month YYYY

Name

Role

[Company, if applicable]

Address Line 1

Address Line 2

Island

**COUNTRY**

Dear Name,

**Letter of Shortlisting Notification**

**Project & Assignment Name Reference:**

Thank you for participating in the above-mentioned process. We have now reviewed all the expressions of interests we received. Based on this review, we are writing to advise you that your expression of interest was not shortlisted for this assignment.

The consultants shortlisted for this assignment are:

1. Name/nationality
2. Name/nationality
3. Name/nationality
4. Name/nationality
5. Name/nationality
6. Name/nationality

May I take this opportunity to once again thank you for your interest in this procedure and remind you to sign up to receive weekly e-mail notifications about procurement opportunities with the Caribbean Development Bank on the website [Procurement | Caribbean Development Bank (caribank.org)](https://www.caribank.org/work-with-us/procurement)

Yours sincerely,

Name

Job Title of Implementing/Executing Agency or Bank if UOF