[Contractor’s Business Name] [Insert Date]

[Contractor’s Address]

[City] [State] [Zip]

National Park Service

Attn: [Insert Contracting Officer’s name]

[Insert Contracting Officer’s Address]

RE: Not Competing for Task Order RFQ/RFP No. [Insert RFQ/RFP Number], [Insert Project Title]

Dear Mr./Ms. [Insert Contracting Officer’s Name]:

This is to inform you that [Insert Business Name] will not be competing for the RFQ/RFP listed above for the following reason(s):

Sincerely,

[Insert Signature Block]