



**Humber Teaching**  
NHS Foundation Trust

Our Reference: [insert refs]

***Estates Department***

Mary Seacole  
Willerby Hill  
Beverley Road  
WILLERBY  
HU10 6ED

[insert date]

Tel: [insert mobile no.]

[insert company name and address]

Dear Sirs

**RE: [insert job number and title]**

Further to your quotation for the above-mentioned works, I have to inform you that on this occasion you have not been successful. However we wish to thank you for the time taken in providing the quotation.

Many thanks.

Yours faithfully

[insert name]

[insert job title]