Sample Non-Award Letter

Date

Vendor’s Name

Address

City, State, Zip

Dear Contact Name:

Thank you for submitting a proposal for the solicitation name. After a thorough evaluation of your proposal, the Mississippi Department of Education will not award a subgrant to name of recipient due to the reasons listed below:

The solicitation specifically states on page #: list reason accordingly

We greatly appreciate your interest in working with the children and families of Mississippi.

Sincerely,

Your Name and Title