Date

Vendor’s Name

Address

City, State, Zip

Dear Contact Name:

Thank you for submitting quotes for services/products. After a thorough review of the specifications, it is the Mississippi Department of Education’s intent to award to another vendor, vendor name, upon review and approval by the Office of Procurement.

The MDE greatly appreciates your interest in working with the State of Mississippi. Please review the MDE Request for Bids page often to take advantage of other bid opportunities.

Sincerely,

Your Name and Title