Cater letter as needed by your program.

Date

Vendor’s Name

Address

City, State, Zip

Dear Contact Name:

Thank you for submitting a response to the solicitation for providing services to type services. After a thorough review, it is the Mississippi Department of Education’s intent to award to another vendor, vendor name, upon approval by the State Board of Education (SBE) if required.

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 contract opportunities.

Sincerely,

Your Name and Title