Sample 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, you will receive an award for $ for the district/entity/etc. listed below.

|  |
| --- |
| **Award** |
| 1. Name of subgrantee
 |

The Grant Agreement for this award is attached. Please sign page 1 of the Grant Agreement and email the full document to name at yourname@mdek12.org as soon as possible.

The period of performance for this grant is from solicitation. Please be advised that your grant project cannot commence until you have a fully executed Grant Agreement. A copy of the fully executed Grant Agreement will be provided to you upon obtaining the additional required signatures of MDE officials.

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

Sincerely,

Your Name and Title