Date

Vendor’s Name

Address

City, State, Zip

Dear Contact Name:

Thank you for submitting a response to the solicitation to provide services for services. After a thorough pre-review, the response submitted by name of vendor did not meet the following requirements below as specified in the solicitation. On page # it states:

Copy and paste from the solicitation requirement(s) not met

The Mississippi Department of Education (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