**Please note that words in red or [parenthesis] need to be replaced with**

**black text or deleted.**

**Advertisement Letter Template Revised 08/3/2021.**

[Date]

The Clarion Ledger

Classified Advertisements

201 South Congress Street

Jackson, MS 39201

The Mississippi Department of Education is requesting the attached legal ad be advertised for the following dates:

1st Release Date: [insert 1st release date]

2nd Release Date: [insert 2nd release date]

To acknowledge receipt of this advertisement letter, please provide an email confirmation with the **quote and advertising proof of publication** to Monique Corley at [MCorley@mdek12.org](mailto:MCorley@mdek12.org)

**Please send invoice to** **Accounts Payable, The Mississippi Department of Education, Office of Accounting, P.O. Box 771, Jackson, MS 39205.**

Sincerely,

Monique Corley, Director

Office of Procurement

The Mississippi Department of Education (MDE) is soliciting for services and/or products for the purpose of [insert purpose].

The solicitation may be accessed by potential offerors at [www.mdek12.org](http://www.mdek12.org) under the Public Notices section. Written questions should be submitted to [insert email address] by the deadline of [insert day, date] at **5:00 p.m**.

Copies of all questions submitted and the responses will be posted to the MDE’s website at [www.mdek12.org](http://www.mdek12.org) under the Public Notices section and will be available to the general public by [insert day, date].

All responses to the solicitation must be submitted via MAGIC (Over 75K/Sole Source) or RFXS (Under 75K) **or** shipped/mailed to the following address:

Shipped to:

(FedEx, UPS, etc.)

Monique Corley, Director

Office of Procurement

**The Mississippi Department of Education**

(Name of solicitation)

359 North West Street

Jackson, MS 39201

**(DO NOT OPEN)**

The deadline for receipt of responses is on or before day], [month] [date], [year] at **2:00 p.m**., Central Standard Time (CST).