SAMPLE

Date

Vendor’s Name

Address

City, State, Zip

Dear: Contact Name

Thank you for submitting quotes for the name of the quote. After a thorough review of your quote based on the specifications, you have been selected as the potential contractor contingent upon approval for the award. Please complete the attached a W-9.

We greatly appreciate your interest in working with the Mississippi Department of Education.

Sincerely,

Your Name and Title