“PUT ON AGENCY LETTERHEAD”

Date

Company Name VIA FACSIMILE OR EMAIL TRANSMISSION

Company Contact Enter Offeror Fax Number or Email

Street Address ORIGINAL MAILED

RE: RFQ ITB or RFP Number and Title

In accordance with IDAPA 38.05.01.092, the Agency hereby cancels RFQ ITB or RFP Number and Title in the best interest of the state and directs the return of all Bids or Proposals to the submitting vendors, in accordance with Idaho Code 67-9215.

Any questions regarding this correspondence may be directed to: Contact name/phone/e-mail

Sincerely,

Name, Title

Enclosure

cc: File

Agency Contact

Agency