

\_\_\_\_\_County Extension District Board  
Address of County Extension Office

Date:

Company Name and Address:

To Whom it may concern:

I regret to inform you the bid you submitted for \_\_\_\_\_ was not chosen by the \_\_\_\_\_County Extension District Board.

We thank you for your interest and welcome future bids from your company as the situation arises.

Respectfully yours,

Extension District Board Member

*cc. as needed*

Updated January 2023