



Washoe County School District

Purchasing Department • 14101 Old Virginia Road • Reno, NV 89521
Phone (775) 850-8025 • Fax (775) 857-3175

[DATE]

Vendor Name
Attn:
Address
City, State Zip Code

RE: [Solicitation Title]
[Number]

Dear _____,

Washoe County School District's Purchasing Department located at The Brown Center, 14101 Old Virginia Road, Reno, NV 89521 received your agency's solicitation submission for the above titled request on [DATE & TIME]. Your agency's submission has been rejected and is being returned for the following reason(s):

- _____ Agency's solicitation submission was received passed the due date and/or time for consideration at time of opening.
- _____ Agency's solicitation submission was not addressed properly; therefore, the submission was not received by the required due date and/or time of opening.

If you have any questions, please contact the Purchasing Department at (775) 850-8025 or email: purchasing@washoeschools.net.

Sincerely,

[Buyer Name]
[Title]

cc:
Purchasing Department Solicitation File