January 1, 1901

[Type Name]
[Company Name]
[Street Address]
[Address 2]
[City State Zip]

Re:  Solicitation No. [Solicitation No]  for [Product or Service]

Dear [Type Name]:

Your company's response to the above-referenced solicitation has been rejected for the following:

[Reason]

Although the State of Minnesota cannot accept your response, please continue to respond to future solicitations.

Sincerely,

Agency Contact Person
Agency Contact Person Position Title