

**Draft Vendor Selection Letter  
For Planned E-Rate Purchase  
Under a State Master Contract**

Note: The purpose of this letter is to document an E-rate applicant's agreement to purchase eligible products and services under a state master contract for the following funding year.

[To Be Placed on Applicant Letterhead]

Date<sup>1</sup>

Name and Address  
of Vendor Selected

Dear \_\_\_\_\_ :

This letter is to notify you of our decision to purchase \$\_\_\_\_\_ of [specify product/service or reference more detailed attachment] from your company during the next E-rate funding year (07/01/200\_ to 06/30/200\_<sup>2</sup>) under the terms of [specify state master contract designation].

The procurement of these [product(s)/service(s)] will be dependent upon the following conditions [choose any that apply]:

1. Final approval of next year's fiscal budget;
2. Contract confirmation by next year's school board;
3. Award of associated E-rate funding; and

We look forward to working with [vendor name] on this project.

Sincerely,

Name and Title

---

<sup>1</sup> Letter should be dated on or after the applicant's Allowable Vendor Selection/Contract Date, based on the applicant's Form 470 filing. The date should also be on or before the applicant's Form 471 filing date.

<sup>2</sup> For non-recurring services, it is suggested that the terminating date be specified as 09/30/200\_.