

November 29, 2017

Mr. Jon Peterson  
TE2:EDUCATION & ENGINEERING CONSULTANTS, LLC  
6945 4th Avenue South  
Richfield, MN <ZipCode>

Dear Mr. Peterson:

I have received your application to participate in the Minnesota Small Business Procurement Program. In order to assist in the verification of your eligibility for the program, you must submit the following information within 14 calendar days or your application will be rejected:

<List of missing information>

If you have any questions, please feel free to contact me at (245) 345-4563.

Sincerely,

Sathvik Subrahmanya  
Vendor Specialist  
Office of Equity in Procurement  
Minnesota Small Business Procurement Program