<Date>

<Mr/Ms>. <OwnerFirstName> <OwnerLastName>

<CompanyName>

<StreetAddress>

<City>, <State> <ZipCode>

Dear <Mr/Ms>. <OwnerLastName>:

Your business was certified for participation in the Small Business Procurement Program (“Program”) on <CertificationDate> based upon its status as a federally-verified veteran-owned small business. That verification was valid until <CertificationExpirationDate>. Therefore, you are hereby notified that your company is being removed and disqualified from further contracting under the provisions of the Program. This removal is effective upon receipt of this letter.

Minnesota Statutes, section 16C.19, paragraph (d) states that a business may be certified for participation in the Program as a veteran-owned small business if it has been verified by the United States Department of Veteran Affairs as being either a veteran-owned small business or a service-disabled veteran-owned small business, or the veteran-owned small business supplies the commissioner of administration with proof that the small business is majority-owned and operated by a veteran or a veteran with a service-connected disability, as defined by the United States Department of Veteran Affairs.

If you wish to continue participating in the Program, please submit proof that you are currently verified as a veteran-owned or service-disabled veteran-owned small business by the United States Department of Veteran Affairs within fifteen (15) days and your certification will be re-evaluated.

Alternatively, you may wish to apply directly to the Program for certification. You can do this by submitting an application along with documentation from the Minnesota Department of Veteran Affairs that your business is majority-owned and operated by a veteran or a veteran with a service-connected disability. For your convenience, I have enclosed an application form for the program and a form that must be submitted to the Minnesota Department of Veteran Affairs.

In accordance with Minnesota Rules, part 1230.1850, subpart 4, you may appeal this decision in writing within fifteen (15) calendar days to the Commissioner of Administration, in care of Dorothy Lovejoy, Assistant Director, Office of State Procurement, 112 Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota 55155. If you have any questions about the appeal process, you may contact Ms. Lovejoy at 651.201.2403.

Sincerely,

<VendorSpecialistName>

Vendor Specialist

Office of Equity in Procurement

Minnesota Small Business Procurement Program