

Template for Agencies to use to notify potential bidders that a bid has been cancelled in MissouriBUYS.

Send the following e-mail to the vendor’s main contact listed in their MissouriBUYS vendor registration.

Subject:  State of Missouri Bid Cancellation

The following bid has been cancelled.

Bid Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_--- DEPARTMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cancellation Date: \_\_/\_\_/\_\_

To review other bidding opportunities you may go to the MissouriBUYS Statewide eProcurement System website at [https://missouribuys.mo.gov](https://missouribuys.mo.gov/).

If you have any questions regarding this bid, please e-mail the buyer of record at

[\_\_\_\_\_\_\_\_\_\_\_\_@\_\_.mo.gov](mailto:____________@oa.mo.gov).