Insert Date

Ms. Kathy Revel

Division of Revenue

422 N. DuPont Highway - Suite 2

Georgetown, DE 19947

RE: STATE OF DELAWARE BUSINESS LICENSE

The vendor listed below has been awarded Contract Number Insert Contract Number for Insert Contract Name.

Insert Vendor Name

Insert Vendor Address

Insert City, State, Zip

They have indicated that they presently do not have a State of Delaware Business License, pursuant to the terms and conditions of the contract they must comply with the State of Delaware licensing requirements to do business with the State.

Sincerely,

Insert Name

Insert Title

P:\ LC