Vendor POC

Vendor Name
Address

City, State Zip

[Month DD, YYYY]

Re: [Module/System Name] System Acceptance

Dear [Vendor POC],

This letter serves as [State name], [Department name]’s formal acceptance of the [State name and or Vendor Name], [Module Name] system.

On [Month DD, YYYY], [State name], [Department name] accepts the [System Name] [insert applicable module type: MMIS/E&E/HIE/EVV/PDMP] as the system of record. [State] commenced live operations on [date].

The content of this letter does not override any requirements or deliverables contained within the Contract or any amendments to the Contract.

 Sincerely,

 [Name]

 [Title]

Attachments: [Attachment name]

 [Attachment name]

CC: [Names, titles]