<Public Agency Logo> 

Notice: <Public Agency Name> is Transitioning to MRSC Rosters

To Whom It May Concern,

Effective immediately, <Public Agency Name> is transitioning our Small Works Roster, Consultant Roster, and Vendor Roster to [MRSC Rosters](https://mrscrosters.org/).

**To continue receiving project and bid notifications from <Public Agency Name>, your business** [**must register with MRSC Rosters**](https://mrscrosters.org/businesses/business-membership/). To remain on our roster, please ensure you select <Public Agency Name> in the “Public Agencies” section of your application.

If your business is already a member of MRSC Rosters, you can log in at any time to update your selected agencies.

**Important Reminders:**

* **Annual Renewal:** Your MRSC Rosters membership requires yearly renewal.
* **Category Selection:** Only select the [service categories](https://mrscrosters.org/categories/) and [roster(s)](https://mrscrosters.org/businesses/roster-types/) that are relevant to your business.
* **Application Assistance:** Need assistance completing your application? [APEX Accelerator can help!](https://mrscrosters.org/businesses/contracting-assistance/)

For registration support, please contact the MRSC Rosters team via their [contact page].  
For inquiries about <Public Agency Name> projects, reach us at <Public Agency Email> or <Public Agency Phone>.

Thank you,  
<Signature>

And The MRSC Rosters Team