

# Invitation for Vendor Prequalification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are pleased to invite your company to participate in the prequalification process for the upcoming bidding of [Project Name/Description]. As a valued potential vendor, your qualifications and experience are important to us.

Please submit your prequalification documents by [Submission Deadline]. These documents should include, but are not limited to, the following:

- Company Profile
- Relevant Certifications
- Previous Project References
- Financial Statements

We will review the submissions and notify you of the outcome by [Notification Date]. Should you have any questions regarding this invitation, feel free to contact us at [Contact Information].

Thank you for your interest, and we look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]