

Notice of Procurement Activities

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Your Organization]

Subject: Notice Regarding Upcoming Procurement Activities

Dear [Recipient Name],

We are pleased to inform you that [Your Organization] will be undertaking procurement activities for the following items/services:

- [Item/Service 1]
- [Item/Service 2]
- [Item/Service 3]

The procurement process will commence on [Start Date] and is expected to conclude by [End Date]. We invite all interested vendors to participate in the bidding process. Detailed information regarding the procurement timeline and requirements is available on our website [insert website link].

If you have any questions or require further details, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]