

Invitation to Participate in Procurement Process

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Person],

We are pleased to invite your organization to participate in our upcoming procurement process for [Project/Service Name]. This is an opportunity to submit your proposal for [brief description of the goods/services needed].

Key details of the procurement process are as follows:

- **Bid Submission Deadline:** [Insert Deadline]
- **Location:** [Insert Location or Online Submission Link]
- **Contact Information:** [Insert Contact Person's Name and Email]

We encourage you to prepare your submission in accordance with the guidelines included in the attached documents. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for considering this opportunity. We look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]