

Invitation to Participate in Procurement Process

Date: [Insert Date]

To: [Potential Partner's Name]

[Potential Partner's Address]

Dear [Potential Partner's Name],

We are pleased to invite you to participate in our procurement process for [briefly describe the goods/services needed, e.g., "the supply of office equipment"]. As a valued potential partner, we believe your expertise and experience can contribute significantly to this endeavor.

The procurement process will commence on [start date] and conclude on [end date]. We have outlined the key details below:

- **Project Overview:** [Provide a brief description of the project]
- **Requirements:** [List key requirements]
- **Submission Deadline:** [Insert deadline for submissions]
- **Contact Information:** [Insert contact details for queries]

We encourage you to submit your proposal by the specified deadline. Should you have any questions, please do not hesitate to contact us at [insert contact information].

Thank you for considering this opportunity. We look forward to potentially working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]