

Invitation for Proposals

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are pleased to invite you to submit a proposal for [insert project name or description] as part of our procurement process. This invitation outlines our requirements and the submission process.

Project Overview

[Brief description of the project, objectives, and expected outcomes.]

Proposal Submission Guidelines

- Proposals must be submitted by [submission deadline].
- Please ensure all proposals are sent to [submission email or address].
- Proposals should include [list specific documents or information required].

Evaluation Criteria

All proposals will be evaluated based on [briefly describe evaluation criteria, e.g., cost, experience, quality].

We look forward to receiving your proposal. If you have any questions, please do not hesitate to contact us at [contact information].

Thank you for your attention and interest.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[Company Phone Number]

[Company Email]