

Invitation to Tender

Date: [Insert Date]

[Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

We are pleased to invite you to participate in the procurement process for [specific service or project] described in the attached documents.

The details of the procurement process are as follows:

- **Project Title:** [Project Title]
- **Submission Deadline:** [Deadline Date]
- **Location of Service:** [Location]
- **Contact Information:** [Your Name, Position, Phone Number, Email]

Please ensure that your proposal is submitted by the deadline and includes all requested documentation. We look forward to your participation.

Thank you,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]