

Invitation to Participate in Procurement Process

Date: [Insert Date]

Dear [Vendor's Name],

We are pleased to invite you to participate in our procurement process for [describe the goods/services needed]. Your company has been selected based on your reputation and expertise in the industry.

Please find the details below:

- **Project Name:** [Insert Project Name]
- **Submission Deadline:** [Insert Deadline]
- **Requirements:** [Briefly outline requirements]
- **Contact Information:** [Insert contact details for inquiries]

We look forward to receiving your proposal and potentially collaborating with you.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Email]

[Your Phone Number]