

# Invitation to Tender

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are pleased to invite you to submit a tender for the upcoming commercial project, [Project Name], located at [Project Location].

Project details are as follows:

- Project Description: [Brief Description]
- Project Duration: [Start Date] to [End Date]
- Submission Deadline: [Date and Time]

All interested contractors are encouraged to attend the pre-tender meeting scheduled for [Date and Time], at [Location]. This meeting will provide a comprehensive overview of the project and address any questions.

Please submit your tender in accordance with the attached requirements by the deadline. Late submissions will not be considered.

Should you require any further information, please do not hesitate to contact us at [Contact Information]. We look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contact Information]