

Invitation to Tender for Landscaping Works

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are pleased to invite you to submit a tender for the landscaping works at [Project Location/Name]. The project aims to enhance the outdoor aesthetics and functionality of the area, and we believe your expertise aligns with our vision.

Project Details:

- Scope of Work: [Brief description of work involved]
- Project Timeline: [Start and completion dates]
- Site Visit: [Date and time for site visit, if applicable]

Tender submissions should include:

- Detailed proposal outlining your approach and methodology
- Cost estimate and payment terms
- Qualifications and relevant experience
- References from past projects

Please submit your tender by [Submission Deadline] to ensure full consideration. Late submissions may not be reviewed.

If you have any questions regarding this invitation or require further information, please do not hesitate to contact us at [Contact Information].

We look forward to your participation and creating a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]