

# Invitation to Tender

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 [Project Name] located at [Project Address]. This project involves [brief description of the project]. We believe your expertise in [specific area of expertise] makes you a suitable candidate for this contract.

Please find attached the tender documents, which include the project specifications, timelines, and submission requirements. We kindly request that your tender proposal be submitted by [Submission Deadline].

Should you have any questions or require further clarification regarding the tender documents, please do not hesitate to contact us at [Contact Information].

We look forward to receiving your proposal and potentially working together on this project.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]