

Invitation to Tender for Specialized Trade Work

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 specialized trade work on our upcoming project, [Project Name], located at [Project Location]. This project entails [Brief Description of the Work Required].

Please find the attached tender documents, which include the scope of work, specifications, and proposal submission guidelines. Your proposal should include the following:

- Detailed pricing breakdown
- Timeline for completion
- Qualifications and experience
- References from previous clients

The deadline for submission of tenders is [Insert Deadline Date]. Late submissions will not be considered.

Please confirm your intention to tender by [Confirmation Date]. We look forward to your participation in this process.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]