

Inquiry About Public Procurement Procedures

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the public procurement procedures followed by [Organization Name]. As a [your professional title or position], I am interested in understanding how public contracts are awarded and the criteria that are taken into consideration.

Specifically, I would like to know:

- The steps involved in the procurement process.
- The guidelines followed for vendor selection.
- Any upcoming procurement opportunities.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]