

Invitation for Bids

Date: [Insert Date]

To: [Insert Recipient]

Subject: Invitation to Submit Bid for Infrastructure Upgrades Project

Dear [Recipient's Name],

We are pleased to invite you to submit a bid for the upcoming construction project focused on infrastructure upgrades for [Project Name]. The scope of work includes but is not limited to the following:

- [Brief Description of Work Item 1]
- [Brief Description of Work Item 2]
- [Brief Description of Work Item 3]

Interested bidders are required to submit their proposals no later than [Submission Deadline]. Proposals should be addressed to [Contact Name] at [Email Address].

An optional pre-bid meeting will be held on [Date and Time] at [Location]. This meeting will provide an opportunity for prospective bidders to discuss the project in detail.

We look forward to your participation and anticipate receiving your bid for this project.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]