

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the upcoming public procurement opportunities related to [specific project or service]. Our organization is keen to participate and would like to understand more about the procurement process, deadlines, and any required documentation.

Specifically, we would appreciate information regarding:

- Details of the procurement schedule
- Eligibility criteria for bidders
- Submission guidelines
- Any pre-bid meetings or workshops

Thank you for your attention to this matter. We look forward to your prompt response and hope to contribute to this important project.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]