

Formal letter for public sector tender

Subject: Public Works Tender Invitation “ [Project Name]

Dear [Contractor Name],

The [Government Agency/Department] invites tenders for [Project Name]. Interested parties are requested to submit detailed proposals in accordance with the attached technical specifications and terms of reference.

All submissions must reach our office by [Deadline]. Late or incomplete proposals will not be accepted.

We look forward to receiving your competitive bid.

Sincerely,

[Sender Name]

[Position]

[Government Department]

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