

Preliminary invitation for vendor evaluation

Subject: Preliminary Vendor Invitation

Dear [Vendor Name],

We are considering potential suppliers for [Project/Product Name]. We invite you to submit preliminary information about your company, capabilities, and pricing.

This invitation is provisional and subject to further evaluation. Selected vendors will be invited for detailed discussions and site visits.

Thank you for your interest and prompt response.

Best regards,

[Your Name]

[Position]

[Organization Name]

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