

Official tender invitation for vendors

Subject: Invitation to Submit Tender

Dear [Vendor Name],

[Organization Name] invites qualified vendors to submit tenders for [Project/Service]. The tender documents and specifications are attached with this letter.

All submissions must be received by [Deadline Date]. Late submissions will not be considered. We look forward to your participation and compliance with the guidelines.

Sincerely,

[Your Name]

[Position]

[Organization Name]

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