

To,

[Mention the date]

[Mention the name of the recipient]

[Mention the address of the recipient]

Sub- Tender invitation letter.

Dear, [mention the name of recipient]

With great pleasure on behalf of our esteemed company that is [mention the name of the company] we want to let you know that you have been invited by our company to provide you tender from [mention the date] and this contract will be till [mention the date] and if anything wrong happens then we are allowed to cancel this contract.

There are a few points which you need to remember which are that you have to deliver all the products on time daily, that is [mention the time] and you can start your service from [mention the date], you have to be punctual with your work and no complaints from your side should be entertained.

You will get your payment at the end of each month that is on [mention the date]. It is the promise from our side that you will face no problem with the payment, it will be paid to you on time but in return we want good quality of products because we cannot compromise with the quality of the product.

If you agree with all the terms and conditions which are attached with this letter after reading it properly then please give your signature on the same and submit to our [mention the department] department before [mention the date] so that we will know that you have accepted the contract. Your cooperation and support is highly appreciated and I believe that we will maintain a good business relationship. Thank you so much for your time.

With regards, [mention the name of the sender]

[Mention the address of the sender]

[Mention the designation of the sender]

[Mention the contact details of the sender]