**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: Invitation for a tender ad for [X]**

I hope this letter finds you in the best health and spirit. I am Mr. James writing on behalf ABC Company Private Limited. Our company is well-known in the textile industry. Due to this, our customers trust the company. Last week, we happened to visit your company. Recently, we have realized that your company needs specialized textile machines that will help you in making products as per the needs of your customers.

We would like to invite you to submit an advertisement in The News newspaper and some other platforms

as we are offering used machines in the best working condition. After seeing the advertisement, we will be able to know the requirements of your company and help you procure machines accordingly.

You are invited to submit the advertisement by 20th September 20XX. Please clearly articulate your requirements in the advertisement. If you want to know more about this invitation, you can feel free to contact us on our official numbers. We are looking forward to a quick response from your side.

[Your Name]  
[Designation]  
[Company Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_