**To**

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

**Subject: Construction tender invitation letter**

This letter is being written on behalf of (mention the name of your company’s owner) to invite you to lodge a tender regarding a construction project as we are looking for talented people with innovative ideas in the construction industry. Our company has initiated a construction program in the commercial area. We want the construction work to be professional and as per the requirements of our company.

Interested people are required to provide us with the following items so that construction work in the commercial area can be carried out seamlessly.

Item                                                                       description

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This tender will last for a period of 3 years. You will be required to complete the project in 3 years. You are requested to lodge a tender as per the guidelines being shared with you through this letter. You are most welcome if you want to visit the construction site before submitting the tender. To know more about how to submit the tender and other relevant details, you can contact Mr. Johnson who is the manager of the company handling this project.

Thank you so much for your consideration. We look forward to your request. We wish you all the best for tender submission.

[Your Name]  
[Designation]  
[Company Name]

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