

## Cleaning Company Contract Letter

[Your Name]  
[Address]  
[City, State, Zip]

[Date of letter]

[Recipient's Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]

RE: Invitation to tender for cleaning contract

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dear [Recipient's name],

Your company is invited to bid for the above named contract. A complete set of tender documents are enclosed for your personal review. If you would like to be considered to provide this service please read through the document entirely and then submit your tender in accordance with the procedures as outlined in the tender documentation.

If you have any questions, please contact me as soon as possible at the above listed number.

Best regards,  
[Your Signature]