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SAMPLE – Invitation to Bid Letter	

May 14, 2003

Bidder Name
Address
City, State
Zip

Attention: Mr. John Doe
Business Manager

Dear Sir(s):

You are invited to quote on supplying Your Company Name with **Product** in accordance with the specifications attached.

Appendix "A" - Instructions to Bidders
Appendix "B" - Agreement

The agreement format supplied as Appendix "B" is provided as a sample only. Bidder is not required to address this agreement as part of this quotation request but should be familiar with the content. In the event Bidder Name is awarded this quotation request, Bidder will be required to sign a form of this agreement.

ACKNOWLEDGMENT

Please confirm receipt of tender documents, by way of return fax on or prior to May 14, 2003.

Sincerely,
Your Company Name

Your Name
Senior Buyer