**< Letterhead of the Contracting Authority >**

< Date >

<Name & address of the entity >

**Our ref: < reference >**

Dear <Contact name>,

**INVITATION TO TENDER FOR < Contract title >, < Location >**

I am pleased to inform you that [your firm] is invited to take part in the single tender procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

**Part A: Information to tenderers**

* Contract Notice
* Instructions to tenderers
* Terms of reference
* Format of the Contract Agreement
* Administrative compliance grid and technical evaluation grid

**Part B: Template of tenderers' offer**

* Tender submission form
* Organisation and methodology
* Format of experts’ CVs – only for fee-based contracts or global contracts requiring CV

**Part C: Format of financial offer**

We look forward to receiving your tender before the deadline: <date and time>. Please send it to the address and with the requirements given in the Instructions to Tenderers. By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. If you decide not to submit a tender, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

Yours sincerely

< Name >