[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Re: Invitation to Tender no. 9B8932/2019 Dated on 23-11-XX and Due on 22-03-XX  
  
Dear Max,

I am Goodwill Nectar, the General Manager from Coy Rox Dairy and Bakes. I am composing this letter on behalf of the company to invite you to the tender notice no. 9B8932/2019 as a sub-contractor. As you know this project is one of the dominant and most complicated projects which involves a lot of muddle regarding the construction of the complete building in a very short term. In the short term, we want you to share the project as a subcontractor to lowering the risk and sharing the profit at a given strategy.

We invite you for the project which is lined up and the tender has been issued. This project can add to your expertise and skills. The project involves a total cost of 200 million dollars and thus involves complex technical handling of the project.

We are building a team that is devoted and profoundly committed to this project. Competent and qualified teamwork is wanted to stipulate the execution of the project within the proffered parameters.

We are inviting you to outsource your skills and services to this project of construction of Coy Rox Dairy and Bakes franchise-II. This involves a lot of hard work and capabilities in this project. We will provide you construction bond on joint capital. Other things like investment, capital, revenue, taxation, and interval payments can be discussed and negotiated after the meeting.

Please inform us about your earliest availability so that further settlements can be made. Please respond to us at [email] or ring us at [X]. Thank you.

Regards,

Goodwill nectar,  
Head office, Coy Rox Dairy and Bakes,  
98-H/2 Synthin Heights, California, USA