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

Re: Invitation to the Tender notice 234/E2020 on the Project of Sherlem Business School, University of Commerce and Business Dated 23-11-20XX and Due on 23-01-20XX

Dear Nanny,

This letter has been drafted with references to the tender as mentioned above in the subject of the letter. I am delighted in taking this opportunity to invite you to this tender and work as a subcontractor in this project. The project belongs to the Information Technology (IT) expertise and hence related to IT operations and functions.

The project involves shifting the whole system of Sherlem Business School of University of Commence and Business (UBC) which is currently on ordinary data entrance, to a wireless coded system using advanced technology of CMV processing. This project pertains to a high-profile university that keeps an eminent position in the country that is why the project needs to go very well. The university administration wants this work to be done within two months which is the shortest possible deadline.

To produce an astonishing quality work within such a short span is complicated and can involve various errors and wrong judgments. Converting ordinary systems to CMV programming needs a great deal of expertise and involves a lot of skillful handling. Keeping in view the need for more careful tackling for a project like this which is likely to be sensitive and critical, we invite you to participate in this project execution as a subcontractor.

Please respond to us at or you can also dial [X] to talk to me directly. Also inform us about your earliest feasibility for a meeting so that more details regarding profit, state tax, purchase, and production can be discussed. Thank you.

Simon Row,

General IT Manager  
IT Emissions, 23rd Alley Rick, California, USA