Ref: LET.

(Date)

(Company)

(Address)

**Attention: (Name)**

**(Position)**

Dear Sir,

**Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Invitation for Tender – ……….……………..Work**

(Project)

Your company is invited to join our bidding for ………………………….…..….... Please see the details and confirm your participation back to us by filling the attached form (see attachment 2) and sent back within date of …………….………. for our further action.

Please see scope of work of the project as attachments (attachment 1).

If you have any question, please contact to Khun ………………………... at telephone no. 02-612-9551 ext. …………………., mobile phone no. …….……….…, and e-mail address: …………..…….………

Sincerely yours,

For and on behalf of Project Alliance Company Limited

(Name  
(Position)

Attachment: 1) Scope of Work, 1 Sheet

2) Acceptant Form, 1 Sheet