Ref: LET.

(Date)

(Company)

(Address)

**Attention: (Name)**

**(Position)**

Dear Sir,

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

**Invitation to Tender - ……………… Work**

We have pleasure in inviting you to submit a tender for the Works which will form part of the above mentioned Project.

(Date)

Tender Documents & Drawings / Specification may be collected on ……….…..……………………… by E-mail. Tender interview & visit site on ……………………..… from ………. Hours onwards at Meeting Room, ………………………………………….

(Date)

Your tender should be submitted in accordance with the Conditions of Tendering and the package of relevant documents as enclosed for your attention. You must ensure that you have received all of the relevant documents and that each document has the correct number of pages as specified. All enquires should be directed to **…………………………………………..** of Project Alliance Co., Ltd.

Sincerely yours,

For and on behalf of Project Alliance Company Limited

(Name)  
(Position)

Attachment: 1) **…………………………………….**