

<b>RFQPro.com</b>	RFQ2
Sample Invitation to Bid Letter	

[DATE]

[V FIRST NAME] [V LAST NAME]  
[VENDOR COMPANY NAME]  
[V ADDRESS]  
[V CITY], [V STATE] [V ZIP]

Attention: [ADDRESSEE]  
[TITLE]

Dear Sir(s):

You are invited to quote on supplying [OWNER COMPANY NAME] with [PRODUCT] in accordance with the specifications attached.

**Appendix "A" - Instructions to Bidders**  
**Appendix "B" - Agreement**

The agreement format supplied as Appendix "B" is provided as a sample only. Bidder is not required to address this agreement as part of this quotation request but should be familiar with the content. In the event Bidder Name is awarded this quotation request, Bidder will be required to sign a form of this agreement.

### **ACKNOWLEDGMENT**

Please confirm receipt of tender documents, by way of return fax on or prior to [DATE].

Sincerely,

[O FIRST NAME] [O LAST NAME]  
[OWNER TITLE]  
[OWNER COMPANY NAME]