Development Tool: RFP invitation to interview and creative pitch presentation letter

Your Organization

[Address line 1]

[Address line 2]

[Address line 3]

[Telephone Number]

[Date]

[Recipient Name]

[Address line 1]

[Address line 2]

[Address line 3]

Dear [Recipient Name]

**Re: [Programme Name] Request for Proposals**

We would like to thank you for your interest in partnering with [your organisation] and for your submission to our Request for Proposals for [programme name].

We are delighted to invite you to participate in the next stage of the process. Congratulations.

At the next stage, [number invited] agencies will be invited to participate in an interview and creative pitch presentation meeting with our team. Our goal for this meeting is to learn more about how your agency thinks about, and would solve, the communications challenges of this project. [You may consider including relevant information about the creative pitch presentation from your team and the RFP here. Alternatively, you may refer agencies back to the RFP for creative pitch presentation details and requirements.]

We will be contacting you in the coming days to confirm a date, time, and location for that meeting.

**ALTERNATIVE LANGUAGE:** We would therefore like to invite you and your team to meet with us on [date, time] at [location]. We request that the team who attends the meeting will be the team who will be working on the project. Please confirm attendance by [date, time].

Yours Sincerely,

[Your Name, Title]