

Subject: Invitation to Join Our Preferred Vendor Network - [Your Company Name]

Dear [Vendor Name/Contact Person],

My name is [Your Name] and I am the [Your Title] at [Your Real Estate Company Name]. We are currently expanding our professional vendor network and are looking for reliable, high-quality service providers to assist with our growing portfolio of properties.

Based on your reputation for excellence in [Specific Service, e.g., Plumbing/Landscaping/Cleaning], we would like to invite you to apply to become a preferred vendor for our firm.

Benefits of joining our network include:

- Consistent work opportunities and service requests.
- Streamlined communication and scheduling.
- Prompt payment processing.
- Long-term professional partnership.

To move forward with the onboarding process, please provide us with the following:

1. A copy of your current business license.
2. Proof of insurance (General Liability and Workers' Comp).
3. A standard price list or hourly rate sheet for your services.

If you are interested in collaborating with us, please reply to this email or call us at [Your Phone Number] to discuss the next steps.

We look forward to the possibility of working together.

Best regards,

[Your Name]

[Your Title]

[Your Real Estate Company Name]

[Your Phone Number]

[Your Website]