

[Your Name/Contact Person]
[Your Company Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Network/Insurance Company Name]
[Department Name]
[Address]
[City, State, Zip Code]

Subject: Application for Preferred Contractor Network Partnership

Dear [Recipient Name],

I am writing to formally express my interest in joining the [Network/Company Name] Preferred Contractor Network. My company, [Your Company Name], specializes in [list main services, e.g., residential roofing, HVAC, general restoration] and has been serving the [Your Area/Region] area for [Number] years.

We pride ourselves on delivering high-quality workmanship, maintaining strict safety standards, and providing exceptional customer service. We understand that your network requires reliable partners who can meet tight deadlines and adhere to specific industry guidelines. We are fully licensed, bonded, and insured, and we possess all the necessary certifications to perform work according to your standards.

Attached to this letter, please find our company profile, copies of our current licenses and insurance certificates, and a list of professional references. We are eager to demonstrate how our team can add value to your network and provide your clients with top-tier service.

Thank you for your time and for considering our application. I look forward to the possibility of discussing a partnership with you in the near future.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]