

Dear [Vendor Name],

Welcome to the [Property Management Company Name] Preferred Vendor Network. We are pleased to inform you that your application has been approved, and you are now an authorized service provider for our managed properties.

Our goal is to maintain high standards of maintenance and repair for our residents and property owners. We have selected your company based on your reputation, expertise, and commitment to quality service.

**Next Steps:**

- **Vendor Portal:** You will receive a separate email with login credentials to our online portal. Please use this to accept work orders and submit invoices.
- **Work Orders:** All work must be authorized via an official work order before starting.
- **Invoicing:** Please upload all invoices to the portal within [Number] days of job completion.
- **Compliance:** Ensure your insurance certificates and licenses remain current in our system to avoid payment delays.

We look forward to a successful and long-term professional relationship. If you have any questions regarding our processes, please contact our maintenance department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]