

[Date]

[Contractor Name]
[Contractor Company Name]
[Address]
[City, State, Zip Code]

Dear [Contractor Name],

Welcome to our network of professional partners. We are pleased to formally welcome [Contractor Company Name] as a preferred local General Contractor for [Your Company Name].

We selected your team based on your reputation for quality craftsmanship and your strong presence within the [Local Area Name] community. We believe this partnership will allow us to deliver exceptional results to our clients while supporting the local economy.

To ensure a smooth start, please find our standard operating procedures and project communication guidelines attached. Our goal is to maintain a transparent and efficient workflow on every job site.

Your main point of contact will be [Point of Contact Name], who can be reached at [Phone Number] or [Email Address]. We look forward to beginning our first project together on [Date/Project Name].

Thank you for partnering with us. We look forward to a long and successful professional relationship.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]