

[Date]

[Contractor Name]

[Company Name]

[Address]

[City, State, Zip]

Dear [Contractor Name],

Welcome to our professional network. We are pleased to formally welcome [Company Name] as a preferred General Contractor partner for [Real Estate Company Name].

We selected your team based on your reputation for quality craftsmanship and reliability. As we expand our portfolio of properties, we look forward to collaborating with you on upcoming renovation, maintenance, and development projects.

To ensure a smooth start to our partnership, please find our standard operating procedures and project communication guidelines attached. We aim for transparency, timely delivery, and high-quality results in every venture.

We have a few immediate projects in the pipeline and will be reaching out shortly to discuss bidding opportunities and timelines. In the meantime, please feel free to contact [Point of Contact Name] at [Phone Number] or [Email Address] if you have any questions.

We look forward to a long and successful business relationship.

Sincerely,

[Your Name]

[Your Title]

[Real Estate Company Name]