

[Date]

[Contractor Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Welcome to the [Your Company Name] Contractor Network

Dear [Contractor Contact Person],

Welcome to [Your Company Name]. We are pleased to formally onboard [Contractor Company Name] as an authorized general contractor for our upcoming local projects.

We selected your firm based on your reputation for quality craftsmanship and reliability within our community. Our goal is to build a productive, long-term partnership that delivers excellence to our clients.

To get started, please find the following items attached or linked below:

- **Contractor Handbook:** Outlining our safety standards, site conduct, and quality requirements.
- **Project Management Portal Access:** Your login credentials for tracking schedules and submitting updates.
- **Payment Procedures:** Guidelines for invoicing and our net-payment terms.
- **Contact List:** Direct lines for our Project Managers and Accounts Payable department.

Next Steps:

1. Review and sign the Master Service Agreement (MSA).
2. Submit your updated Certificate of Insurance (COI) naming [Your Company Name] as additionally insured.
3. Schedule a 15-minute introductory call with our Lead Project Manager, [Name], at [Phone/Email].

We look forward to a successful collaboration and starting our first project together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]