

[Date]

[Contractor Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Contractor Name],

Welcome to the [Your Company Name] real estate network. We are pleased to formally invite you to join our preferred list of general contractors.

Our network focuses on high-quality property development and renovations. Based on your reputation and professional standing, we believe your services will be a valuable asset to our upcoming projects. We look forward to a productive partnership built on reliability, craftsmanship, and clear communication.

To finalize your onboarding, please provide the following documents:

- Signed Contractor Agreement
- Proof of General Liability and Workers' Compensation Insurance
- Copy of Professional Licenses
- W-9 Form

Attached to this letter, you will find our standard operating procedures and contact information for our project management team. If you have any questions, please reach out to us at [Phone Number] or [Email Address].

We are excited to begin working with you on our next project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]