

[Date]

[General Contractor Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

RE: Notice of Award and Welcome - [Project Name/Address]

Dear [Contact Person Name],

On behalf of [Real Estate Development Company Name], I would like to officially welcome you and your team as the General Contractor for the [Project Name] development. We are excited to partner with [General Contractor Name] to bring this project to fruition.

We selected your firm based on your expertise and reputation for excellence. We look forward to a collaborative relationship built on transparency, safety, and high-quality craftsmanship.

To begin the onboarding process, please ensure the following items are submitted to our office by [Deadline Date]:

- Signed Construction Contract
- Certificate of Insurance (COI) naming [Company Name] as additionally insured
- Performance and Payment Bonds (if applicable)
- Preliminary Construction Schedule
- Site-Specific Safety Plan

Our Project Manager, [Project Manager Name], will be your primary point of contact and will reach out shortly to coordinate the pre-construction kickoff meeting.

Welcome to the project team. We look forward to a successful groundbreaking.

Sincerely,

[Your Name]

[Your Title]

[Real Estate Development Company Name]