

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

Dear [Contractor Principal Name],

Welcome to our Preferred Local General Contractor network. We are pleased to officially include [Contractor Company] as a trusted partner for our upcoming projects.

Our selection process is rigorous, and your firm was chosen based on your reputation for quality craftsmanship, reliability, and commitment to excellence within our community. As a preferred partner, you will receive priority notifications for bidding opportunities and direct access to our project management team.

Enclosed/Attached you will find our "Partner Success Guide," which outlines our standard operating procedures, safety requirements, and communication protocols. Please review these documents at your earliest convenience.

We look forward to a long and mutually beneficial professional relationship. Should you have any immediate questions, please contact [Point of Contact Name] at [Phone Number] or [Email Address].

Sincerely,

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