

Date: [Date]

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

Dear [Contractor Contact Person],

Welcome to our preferred vendor network. We are pleased to inform you that [Property Management Company Name] has officially onboarded [Contractor Company] as an approved General Contractor.

We pride ourselves on maintaining high standards for our property owners and tenants. We look forward to working with you to ensure our properties remain in excellent condition. Below are a few key details regarding our partnership:

- **Work Orders:** All work must be authorized via a formal Work Order or Purchase Order sent from our office.
- **Access:** Coordination for property access must be made through [Contact Name/Department] at least [Number] hours in advance.
- **Invoicing:** Please submit all invoices to [Email Address] and include the Work Order number and property address.
- **Insurance:** It is your responsibility to provide updated COI and Workers' Comp documentation prior to expiration to remain on our active list.

Our team will reach out shortly regarding upcoming projects or maintenance needs. If you have any questions, please contact us at [Phone Number] or [Email Address].

We look forward to a successful professional relationship.

Sincerely,

[Your Name]
[Your Title]
[Property Management Company Name]