

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**Subject: Official Welcome to [Your Company Name] Vendor Network**

Dear [Contractor Name],

On behalf of [Your Company Name], I would like to officially welcome you to our professional network of local real estate general contractors. We are pleased to have [Contractor Company Name] as a preferred partner for our upcoming residential and commercial projects.

We selected your firm based on your reputation for quality craftsmanship, reliability, and expertise in the local market. Our goal is to foster a long-term, mutually beneficial relationship that ensures our properties are maintained and renovated to the highest standards.

To begin our partnership, please find the following documents attached for your review and completion:

- Contractor Onboarding Form
- Master Service Agreement (MSA)
- Insurance Requirement Checklist
- W-9 Form

Our Project Manager, [Project Manager Name], will be reaching out to you shortly to discuss our current project pipeline and to schedule an introductory site visit.

If you have any questions regarding our payment processes, safety protocols, or project management software, please do not hesitate to contact our office at [Phone Number].

We look forward to a successful collaboration.

Best regards,

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