

[Date]

[General Contractor Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Welcome to the [Your Company Name] Vendor Network

Dear [Contractor Name],

We are pleased to inform you that [Contractor Company Name] has been officially approved as a member of our preferred vendor network. We look forward to a productive partnership and the opportunity to work together on upcoming projects.

As an approved General Contractor in our network, you will have access to project bidding opportunities, streamlined communication channels, and our centralized payment system. Our goal is to maintain a high standard of quality and safety, and we believe your expertise aligns perfectly with our requirements.

To ensure a smooth start, please note the following next steps:

- **Onboarding Portal:** Please log in to [Link/Portal Name] to complete your company profile.
- **Documentation:** Ensure that all insurance certificates and licenses are kept up to date within our system.
- **Project Leads:** You will begin receiving Invitations to Bid (ITBs) via email based on your service area and specialization.

If you have any questions regarding our processes or upcoming projects, please contact our Vendor Relations Team at [Phone Number] or [Email Address].

Welcome to the team!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]