

[Date]

[Contractor Name]

[Contractor Company Name]

[Address]

[City, State, Zip Code]

Subject: Welcome to the [Project Name/Company Name] Construction Partnership

Dear [Contractor Contact Name],

We are pleased to officially welcome you as a partner for the [Project Name] real estate development project. After reviewing your proposal and qualifications, we are confident that your expertise will be a significant asset to our construction team.

At [Your Company Name], we value quality, safety, and timely delivery. We look forward to collaborating with you to ensure this project meets our shared standards of excellence. Attached to this letter, you will find the following onboarding documents:

- Signed Contract Agreement
- Project Timeline and Key Milestones
- Site Safety Protocols
- Insurance and Licensing Verification Forms
- Invoicing and Payment Procedures

Please join us for a project kickoff meeting on [Date] at [Time] at [Location/Virtual Link]. During this session, we will introduce the site management team and review the immediate work schedule.

If you have any questions before the meeting, please contact [Point of Contact Name] at [Phone Number] or [Email Address].

Welcome aboard. We look forward to a successful and productive partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]