

[Date]

[Contractor Name]

[Company Name]

[Address]

[City, State, Zip]

Dear [Contractor Name],

Welcome to the [Real Estate Team Name] team. We are pleased to have you join us as a preferred General Contractor.

Our team is committed to delivering high-quality residential projects, and we selected your company based on your reputation for excellence and reliability. We look forward to a productive partnership as we work together on our upcoming property developments and renovations.

To get started, please find the following documents attached for your review and signature:

- Master Service Agreement
- Insurance Requirements
- W-9 Form
- Payment and Invoicing Procedures

Your primary point of contact for project scheduling and site access will be [Project Manager Name] at [Phone Number] or [Email Address].

We are excited to begin this collaboration and look forward to seeing your craftsmanship on our job sites. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Real Estate Team Name]

[Phone Number]

[Email Address]