

[Date]

[Vendor/Contractor Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Welcome to [Your Company Name]

Dear [Contact Name],

On behalf of [Your Company Name], I would like to formally welcome you as a new independent partner. We are pleased to have you working with us and look forward to a productive professional relationship.

To ensure a smooth onboarding process, please find the following details regarding our partnership:

- **Point of Contact:** Your primary contact will be [Name] at [Email/Phone].
- **Invoicing:** Please send all invoices to [Email Address] by the [Day] of each month.
- **Payment Terms:** Our standard payment terms are [Number] days from receipt of invoice.
- **Documentation:** Please ensure we have your signed contract, W-9 form, and proof of insurance on file before commencing work.

We selected your services because of your expertise and reputation, and we are confident that your contributions will be an asset to our current projects.

If you have any questions regarding our internal processes or the scope of work, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]