

[Date]

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

Dear [Contractor Name],

Welcome to [Company Name]. We are pleased to engage your services as an Independent Contractor.

This letter confirms our agreement for you to provide [Description of Services] starting on [Start Date]. Attached to this letter, you will find the formal Independent Contractor Agreement and the Scope of Work document.

Please review, sign, and return the following documents before beginning work:

- Signed Independent Contractor Agreement
- Completed W-9 Form (or local tax equivalency)
- Direct Deposit Authorization Form (if applicable)

Your primary point of contact during this project will be [Contact Person Name] at [Contact Email/Phone].

We look forward to a successful collaboration.

Sincerely,

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