

[Date]

[Vendor Name]

[Contact Person]

[Vendor Address]

[City, State, Zip Code]

Subject: Notification of Approved Maintenance Vendor Status

Dear [Contact Person],

We are pleased to inform you that [Vendor Name] has been officially approved as an authorized maintenance vendor for [Company Name]. We have completed our review of your application and compliance documentation, and we look forward to a productive partnership.

As an approved vendor, you are now eligible to receive work orders and bid requests for maintenance services related to our facilities. Please take note of the following details regarding our engagement process:

- **Work Orders:** All work must be authorized via an official purchase order or written work order prior to commencement.
- **Invoicing:** Please send all invoices to [Email Address/Department] and include the relevant work order number for processing.
- **Access:** Coordination for site access should be made through [Property Manager/Contact Name] at [Phone Number].
- **Compliance:** It is your responsibility to ensure that all insurance certificates and licenses remain current throughout our professional relationship.

Enclosed/Attached you will find our Vendor Handbook and Safety Guidelines. Please review these documents carefully as they outline our expectations for site conduct and service standards.

If you have any questions, please contact our procurement office at [Phone Number] or [Email Address].

Welcome to our network. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]