

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

RE: Welcome Letter - Vendor Services for [Property Name/Address]

Dear [Contact Name],

Welcome to our preferred vendor network. We are pleased to formally welcome [Vendor Company Name] as a service provider for [Property Name/Management Company Name]. We look forward to a productive professional relationship.

To ensure a smooth partnership, please take note of our standard operating procedures:

- **Work Orders:** All work must be authorized via a formal Purchase Order or written authorization from [Property Manager Name] prior to commencement.
- **Site Access:** Please check in at [Reception/Security Desk/Management Office] upon arrival at the property.
- **Invoicing:** Please send all invoices to [Email Address] or [Physical Address]. Invoices must include the Property Name and the Purchase Order number.
- **Insurance:** It is your responsibility to maintain current COI (Certificate of Insurance) records on file with us. Please notify us immediately of any renewals or changes.

If you have any questions regarding our building policies or payment processes, please contact our office at [Phone Number] or [Email Address].

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]