

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Vendor Name]
[Contact Person Name]
[Vendor Address Line 1]
[Vendor Address Line 2]
[City, State, Zip Code]

Subject: Proposal for Official Property Vendor Partnership

Dear [Contact Person Name],

I am writing to you on behalf of [Your Company Name]. We are currently seeking to expand our network of professional service providers and would like to formally invite [Vendor Name] to become an authorized vendor for our property portfolio.

We have identified your company as a leader in [Type of Service, e.g., Plumbing, Landscaping, Maintenance] and believe that your commitment to quality aligns with our operational standards. We are looking for reliable partners who can provide consistent, high-quality results for our residential and commercial properties.

As an official vendor, the scope of work would include:

- Regularly scheduled maintenance tasks.
- Emergency repair services as needed.
- Provision of detailed estimates and invoices.
- Compliance with our safety and insurance requirements.

In exchange, [Your Company Name] offers prompt payment terms, a steady volume of work, and a professional working relationship aimed at long-term mutual growth.

Please find attached our Vendor Application Form and a list of required documentation (including proof of insurance and licensing). We would appreciate it if you could review these documents and let us know if you are interested in pursuing this partnership.

We look forward to the possibility of working together. Should you have any questions, please contact me directly at [Your Phone Number].

Sincerely,

[Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]