

[Date]

[Vendor Business Name]

[Vendor Contact Person]

[Address]

[City, State, Zip Code]

Subject: Notification of Preferred Vendor Status

Dear [Vendor Contact Name],

We are pleased to inform you that [Property Management Company Name] has selected [Vendor Business Name] as a Preferred Vendor for our property portfolio.

After reviewing your recent work and professional qualifications, we believe your services align with the high standards we maintain for our clients and tenants. As a preferred vendor, you will be our primary point of contact for [Type of Service, e.g., Plumbing/Landscaping/General Repairs] across the properties we manage.

To finalize your status in our system, please ensure we have the following documents on file:

- A signed copy of our Vendor Service Agreement.
- Current Proof of General Liability and Workers' Compensation Insurance.
- A completed W-9 form.
- Your current fee schedule or standard hourly rates.

Please send these documents to [Email Address] at your earliest convenience. Once received, we will provide you with our standard procedures for work orders, property access, and invoicing.

We look forward to a productive and long-term professional relationship.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Phone Number]

[Email Address]