

[Date]

[Vendor Name]

[Vendor Contact Person]

[Vendor Address]

[City, State, Zip Code]

Subject: Acknowledgment of Property Management Vendor Agreement

Dear [Vendor Contact Name],

This letter serves as formal acknowledgment that [Property Management Company Name] has received the signed Vendor Agreement dated [Date Agreement was Signed].

We have reviewed the document and are pleased to confirm that your company, [Vendor Name], has been officially added to our list of approved service providers for the following properties/portfolio: [Property Name or Portfolio Reference].

Please find the following details regarding our partnership:

- **Contract Commencement Date:** [Start Date]
- **Scope of Services:** [Brief description of services provided]
- **Payment Terms:** [e.g., Net 30]

We confirm that we have received copies of your [Insurance Certificates/Business License/W-9 Form]. Please ensure that updated copies are provided to our office prior to the expiration of any current policies to maintain your active status.

Work orders and service requests will be communicated to you via [Email/Phone/Vendor Portal]. Please refer to the Vendor Agreement for specific protocols regarding emergency repairs and spending limits.

We look forward to a productive professional relationship. If you have any questions, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Property Management Company Name]