

[Date]

[Contractor Name]

[Contractor Company Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Notification of Approval - Preferred Contractor Status

Dear [Contractor Contact Name],

We are pleased to inform you that [Your Company Name] has officially approved your application for Preferred Contractor status. Following a review of your proposal, credentials, and references, we have determined that your services align with our quality standards and operational requirements.

The signed Preferred Contractor Agreement is attached to this letter. This agreement outlines the terms of our partnership, including pricing structures, service level expectations, and insurance requirements.

As a Preferred Contractor, you will be our primary point of contact for [Type of Services/Projects] during the term of this agreement. We look forward to a productive and mutually beneficial working relationship.

Please acknowledge receipt of this approval by returning a countersigned copy of the agreement to [Email Address/Department] by [Date].

If you have any questions regarding the onboarding process or upcoming projects, please contact [Point of Contact Name] at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]