

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Invitation to Apply for Preferred Vendor Status

Dear [Contact Person Name],

Our property management firm, [Company Name], is currently expanding our network of qualified service providers. We have identified your company as a potential partner for [Service Type, e.g., HVAC, Plumbing, Landscaping] services for the properties we manage.

We invite you to submit an application to join our preferred vendor list. To be considered, please provide the following documentation:

- Completed Vendor Information Form
- Proof of General Liability and Workers' Compensation Insurance
- Trade Licenses and Certifications
- W-9 Form
- List of References

Please send the required documents to [Email Address] or mail them to our office at [Office Address] by [Deadline Date].

Once your application is reviewed, we will contact you regarding the next steps in our vetting process. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]