

[Date]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

Welcome to [Property Management Company Name]. We are pleased to formally welcome you as an approved vendor for our property management portfolio.

Our goal is to maintain high-quality standards for our properties and residents. We have selected your company based on your reputation for professional service and expertise. We look forward to a productive professional relationship.

Next Steps:

- **Vendor Portal:** You will receive a separate email with login credentials for our online portal. Please use this to track work orders and submit invoices.
- **Insurance:** Ensure that your COI (Certificate of Insurance) remains current in our system to avoid payment delays.
- **Invoicing:** All invoices must include the Work Order number and be sent to [Email Address/Department].

If you have any questions regarding our procedures or specific property requirements, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for partnering with us.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]