

Date: [Insert Date]

To: [Contractor Name/Company Name]

Address: [Contractor Address]

Subject: Notification of New Property Management Protocols

Dear [Contact Person Name],

We are writing to inform you that [Property Management Company Name] has updated our operational protocols effective [Effective Date]. As a valued partner, we want to ensure you are aware of these changes to maintain a smooth working relationship.

The following protocols now apply to all existing contractors:

- **Work Order Authorization:** No work should commence without a digital work order issued via [Platform Name/Email].
- **Site Access:** All personnel must check in with [Building Manager/Front Desk] and wear visible identification while on-site.
- **Invoicing:** Invoices must be submitted within [Number] days of job completion and must include the specific Work Order number and photos of the completed work.
- **Safety Compliance:** Updated proof of insurance and [Specific License Name] must be uploaded to our portal by [Deadline Date].
- **Communication:** All status updates regarding ongoing repairs must be sent to [Email Address] by [Time] daily/weekly.

Please acknowledge receipt of this letter and your agreement to these terms by signing below and returning a copy to us by [Return Date].

We appreciate your continued service and look forward to working together under these new guidelines.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

Contractor Acknowledgment:

Signature: _____ Date: _____