

Preliminary Appointment Letter Pending Documentation

Subject: Preliminary Appointment for [Project Name]

Dear [Contractor Name],

We are provisionally appointing you as a contractor for [Project Name], effective [Start Date]. This appointment is contingent upon receipt of all necessary documents, including licenses and insurance certificates.

Please submit the required documents within [Time Frame] to confirm your appointment.

Regards,

[Your Name]

[Your Position]

[Company Name]

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