

Formal Contractor Introduction Letter for Clients

Subject: Introduction of Contractor for Upcoming Services

Dear [Client Name],

This letter serves to formally introduce [Contractor Name], who will be providing [Service/Project] on behalf of [Your Company Name].

[Contractor Name] has demonstrated professional expertise in [Field] and will ensure that all service standards are maintained. Please refer all project-related communication to them moving forward.

We appreciate your cooperation in facilitating a smooth transition.

Sincerely,

[Your Name]

[Position]

[Company Name]

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