

Provisional Contractor Introduction Letter

Subject: Temporary Contractor Assignment â€” [Contractor Name]

Dear [Recipient Name],

We would like to inform you that [Contractor Name] will temporarily handle [Project/Service] assignments for [Your Company Name] from [Start Date] to [End Date].

During this period, they will be your point of contact. A formal confirmation will follow once the temporary assignment concludes.

Regards,

[Your Name]

[Position]

[Company Name]

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