{*Date*}

Dear {*Company* *Name*}:

On {*Date*}, {*Company* *Name*} hired us to manage their Association. The Board of Directors has informed us that you are providing service to the Association. This letter is to advise you that contracts, scheduling, purchasing, payment processing and contract quality and performance will be handled for the Association by our firm.

**All service providers excluding (utility and garbage services) are requested to provide us with the documents requested below. In order to assure that payment for services is not delayed please provide the following information**:

1. Proof of Workman's Compensation Coverage

2. Certificate of Liability Insurance naming {*Company Name*} and {*Company Name*} as additional insured.

3. Federal Tax I.D. number

All providers of services are to submit invoices in the name of the Association and not {*Company Name*}. Direct your correspondence to {Name} at:

 {*Company* *Name*}

 c/o {*Name*}

 {*Address*}

 {*City, State, Zip Code*}

Thank you for your prompt attention. Should you have any questions, please do not hesitate to give me a call.

Sincerely,

{*Name*}

As Agent for {*Company* *Name*}

(*Name*)

{*Title*}

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