

Letter Template for Web Portal Entry Requirements

Dear [Partner's Name],

We are pleased to welcome you as a potential partner of [Your Company Name]. As part of our partnership program, we would like to outline the entry requirements for accessing our web portal.

Entry Requirements:

- Completed Partner Application Form
- Proof of Business Registration
- Company Profile including services offered
- References from previous partners or clients
- Compliance with our Code of Conduct

Please submit the required documents to [email@example.com] by [deadline date]. Once we have reviewed your submission, we will provide you with access to our web portal.

Thank you for your interest in partnering with us. We look forward to working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]