

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for Price Quote

Dear :

I recently bought a home in the area and I am seeking price quotes from contractors to remodel the kitchen. I was told by one of your former customers that you provide remodeling services and I would like to receive a quote from you concerning the remodeling of my kitchen.

I have enclosed pictures of the current kitchen along with a list of changes I would like to make. I look forward to hearing from you.

Sincerely,

N A M E