

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

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

Re: Request Patience during Renovations

Dear :

Did Egypt raise the pyramids in one day? No! Was the Parthenon built in a week? No! Thousands of years later, are they still standing? Yes! Forever Construction thanks you for choosing us for your renovation needs. Like the Egyptians and the Greeks, we believe in doing work that will last forever in structure and beauty. However, quality takes time. We would like to thank you for your patience as we work on your home. Though we are not the fastest builders on the block, we are the best. Please be patient as we make your home a modern wonder.

Sincerely,

N A M E