

Your Business Name

07700 900000
yourbusiness.co.uk

The Homeowner
24 Example Gardens
London
N12 0XX

13 October 2026

Dear Homeowner,

I'm writing about your planned rear extension on Example Gardens. Congratulations on getting your plans in.

You may still be waiting for a decision, and that is fine. When you start looking for a builder, I would be glad to come round, look at your plans and give you a written quote. It is free, and you do not have to go ahead.

I'm also happy to answer questions, even if you are not ready for a quote yet.

My leaflet is on the back of this letter, so you can see the kind of work I do.

If you would like a chat, call me on 07700 900000. You can also see my work at yourbusiness.co.uk.

This is the only letter I will send. If you would rather not hear from me, just ignore it and I will not write again.

Kind regards,

Your Business Name

Sample Builders

Your leaflet, on the back of the letter

Extensions and loft conversions

Free written quotes

Call 020 7946 0000