[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Contractor or Architect Name]
[Company Name]
[Company Address]

Subject: Inquiry Regarding Future Home Expansion Project

Dear [Recipient Name],

I am writing to express interest in a potential home expansion project for my property located at [Your Address]. We are currently in the early planning stages and are seeking professional guidance and preliminary estimates.

Our tentative plans include:

- [Type of expansion, e.g., Adding a second story, kitchen extension, or sunroom]
- Approximate square footage: [Number] sq. ft.
- Desired timeline for starting construction: [Month/Year]

I would appreciate it if you could provide information regarding your availability for a consultation. Additionally, please let me know what documentation (such as property surveys or blueprints) you require to provide an initial assessment.

Thank you for your time and I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]