

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Exciting Milestone Reached at [Project Address/Lot Number]

Dear [Client Name],

We are thrilled to inform you that your new home has officially reached a major construction milestone: **[Insert Milestone, e.g., The Framing Phase / The Roof Installation]** is now complete!

It is exciting to see your vision taking shape. We have attached a few photos of the progress so you can see the latest developments. Our team remains committed to maintaining the highest quality standards as we move into the next stage, which will be [Insert Next Phase].

As we continue building your dream home, we wanted to take a moment to thank you for choosing [Company Name]. Much of our business comes from the kind words of satisfied homeowners like you.

If you have friends, family, or colleagues who are considering building a new home, we would be honored if you shared our name with them. To show our appreciation, we offer a **[Insert Referral Reward, e.g., \$500 Credit / Gift Card]** for any referral that results in a signed construction contract.

Thank you for your continued trust in us. Please feel free to reach out if you have any questions regarding the upcoming schedule.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Website]