

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

[Date]

[Contractor/Company Name]
[Contractor Address]

Subject: Request for Renovation Quote - Buy and Hold Investment Property

Dear [Contractor Name],

I am reaching out to request a detailed bid for a renovation project located at: **[Property Address]**.

This is a long-term "Buy and Hold" investment property. My objective is to perform a durable, cost-effective renovation that maximizes rental value and minimizes future maintenance. I am looking for "rental grade" finishes that are high-quality but budget-conscious.

The scope of work includes, but is not limited to:

- [e.g., Kitchen: New cabinets, countertops, and appliances]
- [e.g., Bathroom: New vanity, toilet, and tile surround]
- [e.g., Flooring: Installation of Luxury Vinyl Plank (LVP) throughout]
- [e.g., Painting: Full interior paint (neutral colors)]
- [e.g., General: Updating light fixtures and hardware]

Project Requirements:

- Detailed breakdown of labor and material costs.
- Estimated timeline for completion.
- Proof of insurance and licensing.

I would like to schedule a walkthrough of the property on [Date/Time]. Please let me know if you are available or if you have any questions regarding the scope of work.

I look forward to hearing from you.

Sincerely,

[Your Signature]