

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Welcome to [Your Company Name] - [Project Name/Address]

Dear [Client Name],

Welcome to [Your Company Name]. We are pleased to have been selected as your general contractor for your upcoming real estate project located at [Project Address].

Our team is committed to delivering high-quality craftsmanship, maintaining transparent communication, and ensuring your project is completed on schedule and within budget. We understand that real estate investments are significant undertakings, and we look forward to bringing your vision to life.

Your dedicated project manager will be [Project Manager Name], who can be reached directly at [Phone Number] or [Email Address]. They will be your primary point of contact for all site updates, scheduling, and technical questions.

The next steps in our process will be:

- Initial site walkthrough and safety briefing.
- Finalization of the detailed construction timeline.
- Procurement of necessary permits and materials.

We have attached a copy of the project schedule and our contact directory for your records. Please do not hesitate to reach out if you have any immediate questions.

Thank you for choosing [Your Company Name]. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Phone Number]

[Website]