

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed portfolio of your renovation services as I am considering a project for my property and would like to understand the scope of work you offer.

Specifically, I am interested in:

- Residential and commercial renovation projects
- Before and after examples of completed projects
- Client testimonials and references
- Services offered including design, construction, and project management

It would be greatly appreciated if you could send me your portfolio, along with any additional information that could help me assess your capabilities and past work.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]