

[Your Name / Studio Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address / Website]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

It is a pleasure to introduce [Your Studio Name]. Following our recent conversation regarding your project at [Project Address/Location], I am excited about the possibility of collaborating to transform your space.

At [Your Studio Name], our design philosophy focuses on [Briefly mention design style, e.g., functional minimalism / timeless elegance]. We believe that a well-designed interior should not only reflect your personal aesthetic but also enhance your daily lifestyle through thoughtful spatial planning and curated materials.

Based on our initial discussion, I understand your primary goals for this project are:

- [Project Goal 1]
- [Project Goal 2]
- [Project Goal 3]

Enclosed you will find our [Studio Profile / Portfolio / Services Guide] which outlines our phased approach-from initial concept and mood boards to technical drawings and final installation. We pride ourselves on transparent communication and meticulous project management to ensure a seamless experience from start to finish.

I would welcome the opportunity to discuss your vision in more detail during a formal consultation. Please let me know a time that works best for your schedule.

Thank you for considering [Your Studio Name] for your home.

Sincerely,

[Your Name]
[Your Title]