

August 10, 2009

**Ms. First Last
1234 Random Road
Dallas, TX 75225**

Dear Ms. Last,

Thank you for considering the possibilities Complete Landsculpture has to offer, as your landscaping management needs are important to us. We are pleased to propose a complete solution for your Front **Entry & Rear Patio Garden project**, and welcome the opportunity to work with you personally.

With over 100 years cumulative experience, our award-winning full-service architectural landscaping staff combines the expertise of creative designers and skilled production specialists to deliver the highest standard in landscape. Our team of experts pride themselves in providing clients with professional services, attention to detail and a premier level of satisfaction.

You will find the attached proposal which we have customized based on you current needs. Upon reviewing this information, please contact me at **214.358.5296** for any further questions, concerns and/or to schedule your project.

We appreciate your business and want to thank you again for your consideration. Complete Landsculpture looks forward to working with you in the future.

Respectfully,

Landscape Consultant Manager