Worked example - a fictional business. Replace every detail with your own.

Sample Gardens Ltd

Garden design and maintenance

12 Example Street, Anytown AB1 2CD | 01632 960123 | hello@example.co.uk | example.co.uk

Ms R Patel
The Old Mill
3 Sample Lane
Anytown AB3 4EF

14 November 2026
Our ref: SG/0142

Dear Ms Patel,

Your garden design proposal

Thank you for meeting me at The Old Mill on 10 November. I enjoyed talking through your ideas for the back garden.

I have enclosed a plan and a costed proposal. It covers the new patio, raised vegetable beds and planting along the west fence. Work would take about three weeks, weather permitting.

Please call me on 01632 960123 or email hello@example.co.uk if you have any questions. I would be glad to visit again once you have had time to read the proposal.

Yours sincerely,

Alex Morgan
Director, Sample Gardens Ltd

Sample Gardens Ltd - company no. 00000000 - registered office: 12 Example Street, Anytown AB1 2CD. Details shown here are fictional.