

July 31, 2025

Your Name
Your Address
City, State 12345

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Horizon Real Estate Agency
123 Property Lane, Cityville, State 12345

Dear Your Name,

We are pleased to inform you that Horizon Real Estate Agency has selected you to design and develop our website and web application. Your proposal demonstrated the expertise and vision we are seeking to enhance our online presence and streamline our operations.

The scope of the project includes:

- Designing a responsive website with a home page, property listings, individual property pages, about us, services, and contact sections, aligned with our branding.
- Developing a web application with user accounts, a property management dashboard, an inquiry and booking system, and notifications for new listings.

We propose a total project fee of \$15,000, with a detailed contract outlining payment terms, timeline, and responsibilities to follow. Please confirm your acceptance of this award by replying to this letter within 5 business days. Upon confirmation, we will provide the formal contract for your review and signature.

We request your presence for a meeting at our office, 123 Property Lane, Cityville, by 9:00 AM tomorrow, August 1, 2025, to discuss project details and next steps. Please contact us at info@horizonrealestate.com or (123) 456-7890 to confirm your attendance or if you have any questions.

We look forward to working with you on this exciting project.

Sincerely,
Your Name
Your Title
Horizon Real Estate Agency