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May 4th, 2022

Dear Architect,

The following letter is an introduction on behalf of Switch Construction. My name is Liam Mitchell and I am the owner. We are doing business in the San Francisco Area and we have a wealth of experience in the construction industry.

Switch Construction is fully licensed and insured in California. In addition to having all the necessary construction equipment and manpower available to do any type of project.

I have built and renovated all types of building for previous clients which include single family homes, condominiums, apartments, businesses and bars. We are currently working for San Francisco Design and Construction, Collins Construction, Doherty Restoration and countless more homeowners.

I appreciate this opportunity to introduce my company and services to you and express my eagerness to bid on any future projects.

Respectfully Yours,

Liam Mitchell

General Contractor