

Sample initial email:

I am reaching out regarding a commercial renovation of Visit Florida Keys/Monroe County TDC office space (approx. 2,573 sqft) at 1201 White st. suite 102, Key West. Per Monroe County policy, I would like to request a quote for your services. As separate quotes, the potential scope of work being installation of new walls, electrical work, paint, and flooring. We would like to have a walk through at the office by September 12th and quote by September 19th if possible. I am flexible in scheduling the walkthrough with your team. Please advise on best next steps.