Date

Your Name

Title

Company Name

**Subject:** Finalize the location

To

Recipient Name

Title

Dear (Recipient’s Name)

Hope you are doing well. I am writing you this letter in response to your query for a house that matches your requirements as you and your fiancé are getting married soon. It was an honor for me as I looked for some of the best places according to your stated requirements.

The main requirement you had was that u needed a house which is not so far away from the main city yet is away from its noise and air pollution.  I have a few places that I would like you to visit as they are precisely according to your desires. Let me know if you are interested to visit as I would be happy to arrange a private meeting.

Thanks again for stopping by!

Regards,  
[Your Name]