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Ref: BBI/2026/APT/044

Date: 14 April 2026

Mr. Client Name

Flat 702, Residency Towers

Kochi 682017

**Subject: Appointment confirmation and project kick-off**

Dear Mr. Client Name,

Thank you for choosing BrightBuild Interiors for your 2 BHK interior project. This letter confirms the project kick-off meeting at your site on 20 April 2026 at 11:00 am.

At the meeting our designer will finalise measurements, confirm material selections and share the detailed work schedule. Please keep the apartment keys and any society permissions ready.

For any questions, please contact your project manager, Ms. Riya Thomas, on +91 98xxx xxxxx.

With best regards,

**Arun Menon**

Director