Circular no. 433(b) – Sales Division Date: 03-08-2020

Sub.: Draft letters to sales team

Communication with our customers is a very important part of our business. The quality of communication directly reflects our attitude to our business and our professionalism. Most people underestimate the importance of communication, especially, written communication.

Draft formats for written communication is given herein. Ensure that the draft formats are being used for your regular correspondence.

In the draft formats “<data>”, such type of blanks should be filled appropriately. Ensure that phone nos. are given in +91-40-xxxx xxxx or +91-xxxxx xxxxx format for land line and mobile respectively. Ensure that grammar, capital letter and full stops are properly used. Run a spell check before printing / emailing the letter. A standard format for signature must be pre-defined in the email client of each manager / executive. Draft format for the following letters are enclosed.

* 1. Replies to email enquiries
1. Reply to email enquiry - General enquiry for any project.
2. General enquiry requesting for list of projects.
3. General enquiry requesting for list of villa projects.
4. General enquiry requesting for list of apartment projects
5. Reply to enquiry for specific project.
6. Reply to email enquiry – Request for prices of all projects.
7. Reply to email enquiry - Request for location /distances.
8. Follow-up for customers in Hyderabad for further details or site visit.
9. Follow up after sending brochure.
10. Reminder to customers in Hyderabad, 1 week after sending brochure.
11. Follow-up letter for NRIs.
12. Reply to email enquiry – Request for plans of all projects.
13. Reply to request for site photos.
14. Query about rental value.
15. Query about providing piped gas supply.
16. Request for customers phone nos.
17. Request for a site visit for a friend or a relative.
18. Query about price negotiations Reply -1.
19. Query about price negotiations Reply -2 .
20. Reply to customer for limited budget of flats or villas below 20 lakhs.
	1. Modi Properties Introduction letter - corporates or society by email.
	2. Modi Properties Introduction letter - corporates or society hard copy.
	3. Modi Properties Introduction letter – hardcopy.
	4. Replies to specific queries:
		1. Reply for projects around Madhapur and other specific areas.
		2. Reply to exact location – point to google maps.
		3. Reply to a very specific query.
		4. Reply to query about price.
		5. Reply to availability for given budget.
		6. Reply to customers planning to visit Hyderabad – Request for site visit.
		7. Reply to difference between semi-deluxe and deluxe.
		8. Reply to request for low cost villas/flats.
		9. Reply to query about water supply.
		10. Reply to query about housing loan.
		11. Reply to query about additions and alterations.
		12. Reply to query about ready to occupy flats/villas.
		13. Reply to query about price and availability for given budget.
		14. Reply to query about prices and availability.
		15. Reply to query about breakup in price.
		16. Reply to query about taxes and other charges.
	5. Thank you note to customers visiting kiosk / exhibitions.
	6. Rent and tax saving calculator – details to be sent by email.
	7. Life style product – by email -for customers visiting site
	8. Life style product – hard copy.
	9. MGA - Life style product – by email -for customers visiting site

Sales Executives/ Managers are free to request for additional drafts. These drafts will be reviewed once in a quarter. Sales Executives / managers are advised to use these drafts wherever applicable. In other cases ensure that proper formal replies are sent to the customers.

Soham Modi

1 (i) Reply to email enquiry - General enquiry for any project

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Thank you for your enquiry about our projects. Modi Properties is among the leading builders in Hyderabad. Currently we have 10 ongoing residential projects in Telangana. The salient features of our projects are:

* 1BHK to 4BHK flats from 505 sft to 2,140 sft.
* 2/3/4 bedroom Villas from 925 sft to 2,340 sft on 125 sq yds to 200 sq yds.
* Gated communities.
* Modern amenities with club house and swimming pool.
* Quality construction at affordable prices.

Details of the projects including availability, pricing, plans, current status, photographs, etc., are available on our website [www.modiproperties.com](http://www.modiproperties.com/).

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

<Pre-defined Signature>

1 (ii) General enquiry requesting for list of projects

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Thank you for your enquiry about our projects. Modi Properties is among the leading builders in Hyderabad. Currently we have 10 ongoing residential projects in Telangana. They are:

1. Vista Homes - 377 flats on 5.6 acres.
2. Mayflower Platinum - 189 flats on 2.2 acres.
3. Gulmohar Residency - 354 flats on 8 acre.
4. Bloomdale Residency @ Genome Valley - 107 flats on 1 acre.
5. Morning Glory Apartments @ Genome Valley - 30 flats on 1,122 sq.yards.
6. AVR Gulmohar Homes - 91 villas on 6.5 acres.
7. Nilgiri Estates - 188 villas on 10 acres.
8. Bloomdale - 72 villas on 5 acres.
9. Silver Oak Villas - 115 villas on 7.5 acres.
10. Greenwood Heights – 119 flats on 2 acres.

The salient features of our projects are:

* 1BHK to 4BHK flats from 505 sft to 2,140 sft.
* 2 BHK villas - 950 sft on 125 sq.yards
* 3 BHK duplex Villas from 1,831 to 2,040 sft on 161 sq yds to 275 sq yds.
* Gated communities.
* Modern amenities with club house and swimming pool.
* Quality construction at affordable prices.

Details of the projects including availability, pricing, plans, current status, photographs, etc., are available on our website [www.modiproperties.com](http://www.modiproperties.com/).

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

<Pre-defined Signature>

1 (iii) General enquiry requesting for list of villa projects

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Thank you for your enquiry about our projects. Modi Properties is among the leading builders in Hyderabad. Currently we have 4 ongoing residential projects of villas in Telangana. They are:

1. AVR Gulmohar Homes - 91 villas on 6.5 acres.
2. Nilgiri Estates - 188 villas on 10 acres.
3. Bloomdale - 72 villas on 5 acres.
4. Silver Oak Villas - 115 villas on 7.5 acres.

The salient features of our projects are:

* 2 BHK villas - 950 sft on 125 sq.yards
* 3 BHK duplex Villas from 1,831 to 2,040 sft on 161 sq yds to 275 sq yds.
* Gated communities.
* Modern amenities with club house and swimming pool.
* Quality construction at affordable prices.

Details of the projects including availability, pricing, plans, current status, photographs, etc., are available on our website [www.modiproperties.com](http://www.modiproperties.com/).

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

<Pre-defined Signature>

1 (iv) General enquiry requesting for list of apartment projects

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Thank you for your enquiry about our projects. Modi Properties is among the leading builders in Hyderabad. Currently we have 6 ongoing residential projects of apartments/flats in Telangana They are:

1. Vista Homes - 377 flats on 5.6 acres.
2. Mayflower Platinum - 189 flats on 2.2 acres.
3. Gulmohar Residency - 354 flats on 8 acre.
4. Bloomdale Residency @ Genome Valley - 107 flats on 1 acre.
5. Morning Glory Apartments @ Genome Valley - 30 flats on 1,122 sq.yards.
6. Greenwood Heights – 119 flats on 2 acres.

The salient features of our projects are:

* 1BHK to 4BHK flats from 505 sft to 2,140sft.
* Gated communities.
* Modern amenities with club house and swimming pool.
* Quality construction at affordable prices.

Details of the projects including availability, pricing, plans, current status, photographs, etc., are available on our website [www.modiproperties.com](http://www.modiproperties.com/).

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

<Pre-defined Signature>

1 (v) Reply to enquiry for specific project

Subject: Name of project, location – project details.

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Thank you for your enquiry about our project. The details and salient features of the project are as follows:

<insert project details given below>.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

<Pre-defined Signature>

PS: Please note details about our project including prices, plans, availability, current status, FAQs, photographs are available on our website www.modiproperties.com.

Details of each project to be inserted above are:

Subject: Bloomdale, Shamirpet, Hyderabad – project details

**BLOOMDALE**

**Salient Features:**

* HUDA approved project.
* Clear title.
* 72 three bedroom duplex bungalows spread over 5 acres of land.
* Plot size from 175 sq. yds. onwards.
* 3 bedroom duplex bungalows from 1,831 to 2,166 sft.
* Gated community with bungalows having similar elevation, colour, size & landscaping.
* Underground cabling for power, phone & cable TV.
* Pollution free environment.
* Eco-friendly development with more than 70% open area.
* Design as per vastu.
* 68 villas sold and complated. 4 villas work under progress.
* All amenities fully complated.

**Surrounding Development:**

* Outer ring road junction.
* Celebrity club.
* 1,200 acres Medtech Valley.
* 200 acres BITS campus at Jawahar Nagar.
* SP Biotech Park & ICICI Knowledge Park (Genome Valley).
* Hakimpet Air Force Station.

**Location:**

* 2 minutes drive from Main Road (Rajiv Rahadari Highway) - 1/2 km.
* 5 minutes drive from ORR junction - 2 kms.
* 5 minutes drive from Tumukunta cross roads - 2.5 kms.
* 5 minutes drive from Nalsar & Shamirpet Lake - 3 kms.
* 10 minutes drive from BITS at Jawaharnagar - 6 kms.
* 15 minutes drive from S P Biotech Park - 12 kms.
* 30 minutes drive from Tirumalgiri cross roads - 17 kms.
* 40 minutes drive from Secunderabad (Jubilee Bus Station) - 20 kms.
* Located in lane opposite Orange-bowl Restaurant (Celebrity Club).
* Connected by 100 ft main road.

**Pricing:**

* Price range Rs 85 lakhs.

**VISTA HOMES:**

**Features:**

* 377 flats on 5.6 acres.
* 1, 2 & 3 bedroom flats from 505 to 1,555 sft.
* Clubhouse with Gym, Recreation room & banquet hall.
* Swimming pool.
* Ground floor fully landscaped.
* Gated community.
* Last few flats available for sale.
* Ready for possession.

**Surrounding Development:**

* Well developed residential locality.
* High street shopping.
* Industrial Estates: Kushaiguda, Cherlapally Mallapur, Nacharam, Uppal & Malkajgiri.
* NFC, ECIL, Petro Giants like HPCL, IOC, GAIL, BPCL.
* School & Colleges: Requel Ford, Bhavan's, MRR, CAL, DAV, Indus, Sai Sindhu, Sai Sudhir.
* Hospitals: Thatha, Tulasi, Apollo, Sudha, Poulomi, Vijaya, Raghavendra.
* Multiplex theatre: Talluri, Radhika.

**Location:**

* 2 minutes drive from main road -1/2 km.
* 5 minutes drive from ECIL X roads - 2 kms.
* 15 minutes drive from Neredmet X roads - 6 kms.
* 20 minutes drive from Tirumalgiri X roads - 9 kms.
* 30 minutes drive from Secunderabad (Jubilee Bus Station) - 12 kms.

**Pricing:**

* 2 bedroom flats from Rs. 46.82 to 52.024 lakhs
* 3 bedroom flats from Rs. 59.49 to 74.56 lakhs

**AVR GULMOHAR HOMES**

**Features:**

* No. 1 Housing Project in Miriyalaguda.
* 91 Villas on 6.5 acres.
* 2, 3 & 4 bedroom villas on 1,250 sft to 2,340 sft.
* Plot sizes from 179 sq yds.
* Clubhouse with gym, recreation room, banquet hall, library & crèche.
* Swimming pool.
* Amphitheatre.
* Tennis, Badminton, Beach volley court & Basketball court.
* Gated community.
* Possession – 6 months from signing agreement.
* 35 villas completed. Rest in final stage of construction.

**Surrounding Development:**

* Dr. Reddy Labs – Pedadevulapalli.
* Cement Industries – Kodad & Damercherla.
* Yadadri Thermal Power Plant
* Sudhakar Group of Industries
* KIMS
* Mahtma Gandhi University
* 110 Rice Mills.

**Location:**

* 1 min. drive from Bypass road – 300 mtrs.
* 1 min. drive from Sagar Highway – 300 mtrs.
* 5 min. drive from Miryalguda bus station – 1 ½ kms.
* 5 min. drive from Railway station – 3 kms.

**Pricing:**

* Villas – price range Rs. 60 to Rs. 85 lakhs

**NILGIRI ESTATES**

**Features:**

* 188 villas on 10 acres.
* 2 bedroom and 3 bedroom duplex Villas from 915 to 2,170 sft.
* Plot sizes from 125 to 175 sq yds.
* Clubhouse with gym, recreation room, banquet hall, library & crèche.
* Swimming pool.
* Amphitheatre.
* Tennis, Badminton & Basketball courts.
* Gated community.
* Possession - 6 months from signing agreement.
* 170 villas completed. 18 villas nearing complation.
* Last few villas available for sale.

**Surrounding Development:**

* 100 Acres Raheja IT Park – Mindspace.
* 450 Acres Infosys Campus – India’s largest.
* ORR Junction.
* Singapore Township.
* Srinidhi Engineering College.

**Location:**

* Rampally, Keesara, Hyderabad – near Pocharam.
* 10 km from ECIL X Roads.
* 3 km from Warangal Highway.
* 2 km from ORR Junction.
* 17 km from Uppal.
* 20 km from Jubilee Bus Stand, Secunderabad.

**Pricing:**

* Villas – price range Rs. 60 lakhs

**Gulmohar Residency – Mallapur**

**Features:**

* 354 flats on 8 acres of land.
* 6 floors with 2 basements for parking.
* Ground floor fully landscaped, vehicle free zone for pedestrians only.
* 3 BHK flats of 1,360 sft &1,660 sft.
* Plans approved by GHMC.
* Gated community with club house.
* 20,000 sft Clubhouse with gym, recreation room, yoga room & banquet hall.
* Swimming pool.
* Indoor badminton courts.
* Amphitheatre.
* Possession in 9 to 18 months from date of signing the agreement.

**Surrounding Development:**

* Well developed residential locality.
* 6 Kms from Metro rail.
* Corporates – Infosys, Genpact, GVK Biotech.
* SEZ – Raheja IT park, NSL IT park, TCS ION.
* PSUs – ECIL, NFC, GAIL, HPCL, BPCL, IOL, BEL, NGRI, NIN, CCMB, IICT, NMDC, Railways.
* IDAs – Nacharam, Mallapur, Cherlapally, Kushaiguda, Malkajgiri, Apparel park.
* Schools – DPS, Johnson Grammar, KV, CAL, St. Anna’s, St. Peters, Suprabhat.
* Colleges – Osmania University, Little Flower, Sri Chaitanya, Sai Sudhir, Vasundhara.
* Shopping & Entertainment – Spar super market, Noma talkies, Asian cinemas
* Ushodaya super market.

**Location:**

* Located on 100 ft. wide main road.
* 5 Min drive from ECIL - 3 kms.
* 10 Min drive from Habsiguda - 6 kms.
* 10 Min drive from Tarnaka – 6.5 kms.
* 20 Min drive from Secunderabad railway station – 11 kms.

**Pricing:**

* 3 bedroom flats from Rs. 65.08 lakhs to 79.93 lakhs.

**Mayflower Platinum - Mallapur**

**Features:**

* 189 flats on 2.2 acres.
* 10 floors high rise with 2 basements for parking.
* Ground floor fully landscaped, vehicle free zone for pedestrians only.
* 3 BHK flats from 1,500 sft to 1,800 sft.
* 4 BHK flats from 2,140 sft.
* Plans approved by GHMC.
* Clear title.
* Gated community with modern amenities.
* All flats designed as per vastu.
* No commercial activities within site.
* Possession in 15 months from date of signing the agreement.

**Surrounding Development:**

* Well developed residential locality.
* 6 Kms from Metro rail.
* Corporates – Infosys, Genpact, GVK Biotech.
* SEZ – Raheja IT park, NSL IT park, TCS ION.
* PSUs – ECIL, NFC, GAIL, HPCL, BPCL, IOL, BEL, NGRI, NIN, CCMB, IICT, NMDC, Railways.
* IDAs – Nacharam, Mallapur, Cherlapally, Kushaiguda, Malkajgiri, Apparel park.
* Schools – DPS, Johnson Grammar, KV, CAL, St.Anna’s, St.Peters, Suprabhat.
* Colleges – Osmania university, Little flower, Sri chaitanya, Sai Sudhir, Vasundhara.
* Shopping & Entertainment – Spar super market, Noma Talkies, Asian Cinemas, Ushodaya super market.

**Location:**

* 5 Minutes drive from Habsiguda - 4 kms.
* 10 Minutes drive from ECIL - 5 kms.
* 10 Minutes drive from Tarnaka - 6 kms.
* 20 Minutes drive from Secunderabad railway station - 9 kms.
* Located on 200 ft wide Mallapur main road.
* Close to MMTS station.

**Pricing:**

* 3 bedroom flats from Rs. 76.23 lakhs to 90.33 lakhs.
* 4 bedroom flats from Rs. 106.31 lakhs.

**Greenwood Heights - Kowkur**

**Features:**

* 119 flats on about 2 acres of land.
* 7 floors with 2 basements for parking.
* Ground floor fully landscaped, vehicle free zone for pedestrians only.
* 2BHK flat - 1,220 sft.
* 3BHK flats - 1,715& 1,945 sft.
* Plans approved by GHMC.
* Clear title.
* Gated community with modern amenities.
* All flats designed as per vaastu.
* No commercial activities within site.
* Possession in 24 months from date of signing the agreement.

**Surrounding Development:**

* 2 kms from proposed Secunderabad - Shamirpet - Karimnagar highway.
* Genome Valley: Novartis, Biological E. Limited, Bharat Biotech, Dupont, GSK, Alembic, CHEMO, Mylan, Laurus Labs, Lonza, Ferring, Aurobindo, Indian Immunologicals, Vimta Labs, Sanzyme, Ashland, Syngene.
* Corporates: HBL, Monsonto
* Schools & colleges: Bhavan’s, Indus, Bashyam, CAL, Kendriya Vidyala, TS Sports. Loyala, NALSAR, BITS Pilani.
* Hospital: Paulomi, Xenia, Tulasi, Oxygen.
* Multiplex Theaters: Talluri, Radhika Asian Cinemas.
* Near Bollarum and EME Golf Courses
* Serval Layouts, gated communities & apartment complexes in Yapral & Kowkur

**Location:**

* 2 minutes drive from Yapral - 1 km.
* 5 minutes drive from Bollarum Golf Course - 2 kms.
* 10 minutes drive from CRPF Gate on Rajiv Rahadari Highway to Karimnagar - 3 kms.
* 10 minutes drive from Bollarum Check Post - 3 kms.
* 15 minutes drive from Sainikpuri - 6 kms.
* 15 minutes drive from Tirumalgiri X Roads - 8 kms.
* 20 minutes drive from Jubilee Bus Station, Secunderabad - 11 kms.

**Pricing:**

* 3 bedroom flats Rs. 74.33 lakhs.

**Morning Glory Apartments - Genome Valley**

**Features:**

* 30 flats on 1,122 sq. yds.
* Stilt + 5 floors.
* Well designed 2BHK flats of 800 sft.
* Plans approved by HMDA.
* RERA approved.
* Clear title.
* All flats designed as per vastu.
* 6 PAX automatic lift.
* Power backup upto 1KVA per flat.
* 24 hrs security with CC cameras.
* GST just 1% - under affordable housing.
* Eligible for subsidy of upto 2.42 lakhs under PMAY- CLSS.
* Possession in 6 months from date of signing the agreement.

**Surrounding Development:**

* Well developed residential locality.
* India’s no. 1 life sciences cluster.
* Corporates : Mansanto, HBL, Pokarna, Mars, Kayempee Foods, Tecumseh, Indian Immunological, Globion, Aspiro Pharma, Jodas Expoim, etc.
* Schools: Jain Heritage, Pallavi, Vijetha Techno.
* Colleges: BITS, Nalsar, Ive League, RVM Medical.
* Hospitals: Mediciti, Prem multi specialty.
* Shopping & Entertainment: Leonia, Alankritha, Orange Bowl, Honey Berg.

**Location:**

* Just off Karimnagar Highway.
* 2 min drive from Genome Valley - 1 km.
* 12 min drive from ORR - 9 kms.
* 15 min drive from Bollaram - 12 kms.
* 25 min drive from JBS Bus Station - 19 kms.
* 75 min drive from International Airport - 79 kms.

**Pricing:**

* 2 bed room flats from 26 lakhs to 27.05 lakhs.

**Bloomdale Residency - Genome Valley**

**Features:**

* 107 flats on 1 acre.
* Stilt + 5 floors.
* Well designed 2BHK flats of 800 sft.
* Plans approved by HMDA.
* RERA approved.
* Clear title.
* All flats designed as per vastu.
* automatic lift.
* Power backup upto 1KVA per flat.
* Wifi security camera with CC cameras.
* GST just 1% under affordable housing.
* Eligible for subsidy of upto 2.67 lakhs under PMAY- CLSS.
* Next to 80 bed Multi Specialty Hospital.
* High demand for rentals.
* Possession in 24 months from date of signing the agreement.

**Surrounding Development:**

* Well developed residential locality.
* India’s no. 1 life sciences cluster.
* Corporates : Mansanto, HBL, Pokarna, Mars, Kayempee Foods, Tecumseh, Indian Immunologicals, Globion, Aspiro Pharma, Jodas Expoim, etc.
* Schools: Jain Heritage, Pallavi, Vijetha Techno.
* Colleges: BITS, Nalsar, Ive League, RVM Medical
* Hospitals: Mediciti, Prem Multi Specialty.
* Shopping & Entertainment: Leonia, Alankritha, Orange Bowl, Honey Berg.

**Location:**

* Just off Karimnagar Highway
* 2 min drive from Genome Valley – 1 km.
* 15 min drive from ORR Exit 11 – 10 kms.
* 25 min drive from Bollaram – 18 kms.
* 40 mins drive from JBS Bus Station – 29 kms.
* 90 min drive from International Airport - 82 kms.

**Pricing:**

* 2 bed room flats from 26 lakhs to 27.50 lakhs.

**Silver Oak Villas – Cherlapally**

**Features:**

* Designed for affordability.
* 114 villas on 7.5 acres.
* 95 villas on 6.45 acres, sold-out and nearing completion
* Separate apartment block - 8 flats.
* Plot sizes from 161 sq. yds.
* Built-up area 2,040 sft.
* Low density development with large open spaces.
* GHMC approved
* Clear title.
* Design as per vastu.
* Gated community with modern amenities.
* Underground cabling for power supply and communication.
* Pollution free environment.
* Possession in 15 months from date of signing the agreement.

**Surrounding Development:**

* Industrial Estates : Cherlapally, Kushaiguda, Mallapur, Nacharam, Uppal,
* Vimta labs.
* Govt. Mint.
* Petroleum Giants : IOC, GAIL, BP, HPCL etc.,
* Singapore Township.
* 100 acres Raheja IT Park.
* 450 acres Infosys Campus.

**Location:**

* 10 minutes drive from ECIL cross roads - 5 kms.
* 20 minutes drive from Hubsiguda cross roads - 11 kms.
* 20 minutes drive from Tirumalgiri cross roads - 12 kms.
* 10 minutes drive from Infosys / Mindspace - 5 kms.
* Next to Govt. of India, Mint and Cherlapally Industrial Area.
* Connected by 100 ft main road.
* Close to proposed MMTS station.

**Pricing:**

* 3BHK duplex villas - 90 lakhs.

1 (vi) Reply to email enquiry – Request for prices of all projects

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Thank you for your enquiry about our projects. The pricing details of each project along with scheduled date of completion are given on our website [www.modiproperties.com](http://www.modiproperties.com/). The availability status of villas / flats is also given on our website.

Please note that the information on our website is generally updated once in 15 days.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1 (vii) Reply to email enquiry - Request for location /distances

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Thank you for your enquiry about our projects. The location map and distance from prominent locations is given on the location page of each project on our website.

The distances of our projects are bench marked from Outer Ring Road (ORR is an 8 lane expressway will encompass Hyderabad and Secunderabad) and 12 major radial roads connecting the heart of the city to the ORR. The distances of our projects to the nearest radial road and ORR junction are given as under.

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Name of the project | Distance from radial road (kms) | Distance from ORR junction (kms) |
| 1. | Bloomdale Residency | 0.3 | 1.6 |
| 2. | AVR Gulmohar Homes. | 0.3 | 0.3 |
| 3 | Mayflower Platinum | 5.0 | 14.0 |
| 4. | Vista Homes | 1.0 | 9.7 |
| 5. | Niligiri Estates | 1.0 | 4.5 |
| 6. | Greenwood Heights | 1.7 | 11.0 |
| 7. | Gulmohar Residency  | 5.0 | 14.0 |
| 8. | Morning Glory Apartments | 0.05 |   12.0 |
| 9. | Bloomdale Residency @ Genome Valley | 0.1 | 11.5  |
| 10. | Silver Oak Villas |   4.3 |   11.2 |

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1 (viii) Follow-up for customers in Hyderabad for further details or site visit.

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

I hope you have received my email sent to you in response to your enquiry. We can arrange for a site visit at any time and date convenient to you or else I can send our representative to explain the details of our project. You may also directly visit our site from 10 a.m. to 6 p.m., 7 days a week. (Any day of the week)

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1 (ix) Follow up after sending brochure

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

I have mailed you the brochure for < Project Name>, by < courier name> on <date> .

Information about our projects including price list is given in our brochure.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1 (x) Reminder to customers in Hyderabad, 1 week after sending brochure.

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

I hope you have received the brochure for <project name> mailed to you on <date>

We can arrange for a site visit at any time and date convenient to you or else I can send our representative to explain the details of our project. You may also directly visit our site from 10 a.m. to 6 p.m., 7 days a week.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1 (xi) Follow-up letter for NRIs.

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

I hope you have received my email sent in response to your enquiry.

Have you made any decision regarding our project? We can arrange for a site visit for your representative (friend or relative) based in Hyderabad. Your representative can make a booking on your behalf by payment of booking amount.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1(xii) Reply to email enquiry – Request for plans of all projects

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Thank you for your enquiry about our projects. The plans of each project in JPEG and PDF format are given on our website [www.modiproperties.com](http://www.modiproperties.com/). Further, the brochure of each project in PDF format is also given on our website.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1(xiii) Reply to request for site photos

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Photographs of our site are given in the ‘Photos’ page of each project on our website [www.modiproperties.com](http://www.modiproperties.com/) .

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1(xiv) Query about rental value

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

The rentals prevailing in the area in an around our project is in the range of Rs. 8/- to Rs. 10/- per sft. However, the rentals may vary depending on the amenities provided inside the flats / villas like furniture & fixtures and negotiation skills of the owner and the prospective tenant.

We are helping our customers to rent out their flats and villas. For further information please contact:

Mr. Ashok at + 91- \_\_\_\_\_ or at ashok@modiproperties.com

Mr. Murali Krishna at + 91 - \_\_\_ or at muralikrisha@modiproperties.com

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1(xv) Query about providing piped gas supply

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Provision of piped gas costs about Rs. 25,000/- per connection. Implicitly or explicitly these costs are eventually collected from the purchaser. Feedback from our purchasers is not encouraging as most purchasers are unwilling to pay such a high cost.

In most other cities / countries piped gas is provided from a storage tank safely installed in the premises of the utility service provider. Alternately, gas is provided through large underground storage tanks (like in petrol pumps). However, in Hyderabad piped gas is provided through a bank of 10s or 100s of cylinders installed in the stilt or basement floor of the building. It is a potentially dangerous situation and a blast could bring down several blocks of buildings.

While we agree that provision of piped gas connection can be a desirable amenity, the cost and risk associated with it are unreasonable. Therefore, we await a change in policy for providing piped gas safely and at reasonable cost before we offer it to our customers.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1 (xvi) Request for customers phone nos.

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

I hope that you have had a chance to read my earlier emails. I request you to provide me your contact number so that I can call you at a time and day convenient to you.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1(xvii) Request for a site visit for a friend or a relative

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

You have mentioned that <Mr. \_\_\_/ Mrs. \_\_\_>, your <father/ mother/ brother/ sister/ friend> is a resident of Hyderabad. I request you to provide me their contact number so that I can call them and arrange for a site visit at a day and time convenient to them.

Feedback from your <father/ mother/ brother/ sister/ friend> will help you make an informed decision.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1(xviii) Query about price negotiations

Reply: 1

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Thank you for your keen interest shown in our project. I request you to please select the villa/flat of your choice so that an appointment can be fixed with my sales manager, he would offer you the best possible deal.

Please note that our projects are priced reasonably and to offer large discounts would be a constraint. However, we shall certainly consider offering you a reasonable discount based on your payment terms.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1(xix) Query about price negotiations

Reply: 2

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Further to our discussions for villa no / flat no. \_\_\_\_ at <project name>, please note that I have spoken to my manager / management about the best possible discount that we can offer to you. Accordingly we can offer a discount of Rs. \_\_\_\_\_/- per sft which works out to Rs. \_\_\_\_\_ lakhs. The price of villa/flat after discount exclusive of taxes and registration charges shall be Rs. \_\_\_\_\_ lakhs.

The payment terms shall be as mentioned in our price list. We shall further offer you a discount of Rs. \_\_\_\_ per sft i.e., Rs.\_\_\_\_ lakhs on the above price if your payments are received on or before the due dates specified in the price list.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1(xx) Reply to customer for limited budget of flats or villas below 20 lakhs.

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

We are among the lowest priced builders in Hyderabad. We are very confident of our prices being reasonable. We are among the few builders from the organized sector with projects in the middle income housing segment. It is not possible for other builders to offer prices substantially lower than our prices, comparatively we operate on very low margins.

Several flats/villas or independent houses are available at lower cost. But they have the following drawbacks.

* Most such very low cost flats/villas are built on lands which are not zoned for residential use. Further building/layout permits are not obtained from statutory authorities. The only three statutory authorities in Hyderabad are GHMC, HMDA and DTCP.
* Invariably such builders claim to have sanctions from local Grampanchyats. Grampanchyat has no authority to give permits for apartments or layouts. Grampanchayats are only authorized to give permits for individual houses (not apartments) upto ground plus two floors. All other so called approved Grampanchayat sanctions are totally illegal.
* In most cases title is not clear.
* Poor quality of design, inadequate structural strength, supervision and construction.
* Poor or no amenities like clubhouse, etc.,

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

2. Modi Properties Introduction letter - corporate or society by email

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Modi Properties is among the leading builders in Hyderabad. Currently we have 10 ongoing residential projects in Telangana. The salient features of our projects are:

* 1BHK to 4BHK flats from 505 sft to 2,140 sft.
* 2/3/4 bedroom villas from 925 sft to 2,340 sft on 125 sq yds to 200 sq yds.
* Gated communities.
* Modern amenities with club house and swimming pool.
* Quality construction at affordable prices.

Details of the projects including availability, pricing, plans, current status, photographs, etc., are available on our website [www.modiproperties.com](http://www.modiproperties.com/).

The location and budget of our projects is ideally suited for the <residents/employees> of <company / organization name>. We request you to permit us to circulate a copy of this letter along with a brochure to the <residents/employees> of <company/organization name>. I further request you to grant us an opportunity to give a brief on site presentation, explaining features of our projects to the <residents/employees> of your <association/company>.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

3. Modi Properties Introduction letter - corporate or society by hard copy

To,

<Name>

<Designation>

<Organization>

<Address>. < Date>

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Modi Properties is among the leading builders in Hyderabad. Currently we have 10 ongoing residential projects in Telangana. The salient features of our projects are:

* 1BHK to 4BHK flats from 505 sft to 2,140 sft.
* 2/3/4 bedroom villas from 925 sft to 2,340 sft on 125 sq yds to 200 sq yds.
* Gated communities.
* Modern amenities with club house and swimming pool.
* Quality construction at affordable prices.

Details of the projects including availability, pricing, plans, current status, photographs, etc., are available on our website [www.modiproperties.com](http://www.modiproperties.com/). A brief write-up on our projects is enclosed.

The location and budget of our projects is ideally suited for the <residents/employees> of <company / organization name>. we request you to permit us to circulate a copy of this letter along with a brochure to the <residents/employees> of <company/organization name>. I further request you to grant us an opportunity to give a brief on site presentation, explaining features of our projects to the <residents/employees> of your <association/company>.

For any further information please do not hesitate to contact us.

Thank You.

Yours sincerely,

<Executive Name>

(Pre-defined Signature>

4. Modi Properties Introduction letter - hardcopy.

To,

<Name>

<Designation>

<Organization>

<Address>. < Date>

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Modi Properties is among the leading builders in Hyderabad. Currently we have 10 ongoing residential projects in Telangana. The salient features of our projects are:

* 1BHK to 4BHK flats from 505 sft to 2,140 sft.
* 2/3/4 bedroom Villas from 925 sft to 2,340 sft on 125 sq yds to 200 sq yds.
* Gated communities.
* Modern amenities with club house and swimming pool.
* Quality construction at affordable prices.

Details of the projects including availability, pricing, plans, current status, photographs, etc., are available on our website [www.modiproperties.com](http://www.modiproperties.com/). A brief write-up on our projects is enclosed.

For any further information please do not hesitate to contact us.

Thank You.

Yours sincerely,

<Executive Name>

(Pre-defined Signature>

5 (i) First reply to enquires with specific queries.

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Thank you for your enquiry about our projects. Modi Properties is among the leading builders in Hyderabad. Currently we have 10 ongoing residential projects in Telangana. They are:

Project with villas:

1. Bloomdale, Shamirpet. - 72 villas.
2. Niligiri Estates, Rampally, Keesara – 187 villas.
3. AVR Glumohar Homes, Miryalaguda – 91 villas.
4. Silver Oak Villas, Cherlapally - 115 villas.

Project with flats/apartments:

1. Vista Homes – Kushaiguda, 377 flats on 5.6 acres
2. Mayflower Platinum, Mallapur - 189 flats on 2.2 acres.
3. Gulmohar Residency, Mallapur - 354 flats on 8 acre.
4. Bloomdale Residency @ Genome Valley, - 107 flats on 1 acre.
5. Morning Glory Apartments @ Genome Valley, Muraharipally - 30 flats on 1,122 sq yds.
6. Greenwood Heights, Kowkur – 119 flats on 2 acres.

The salient features of our projects are:

* 1 BHK to 3 BHK flats from 540 sft to 1,625 sft.
* 3 bedroom duplex villas from 1,100 sft to 2,265 sft on 114 sq yds to

 275 sq yds.

* Gated communities.
* Modern amenities with club house, gym, recreation room and swimming pool.
* Quality construction at affordable prices.

Details of the projects including availability, pricing, plans, current status, photographs, etc., are available on our website [www.modiproperties.com](http://www.modiproperties.com/).

<Insert draft replies given under over here>

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

5(ii) Follow-up reply to specific queries.

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

In reply to the queries raised by you please note the following:

<Insert draft replies given under over here>

For any further information please feel free to contact us.

Regards,

<Executive Name>

(Pre-defined Signature>

1. Reply for projects around Madhapur and other specific areas.

Our projects are located mostly in the north and north east side of Hyderabad. We do not have projects in <Madhapur, Dilshuknagar, Hitech City area, Heart of the city, etc.>. We have chosen locations where quality housing can be provided at affordable costs.

1. Reply to exact location – point to google maps.

Our projects are marked on Google Maps. Please visit [www.googlemaps.co.in](http://www.googlemaps.co.in/) and search for the project name followed by ‘Hyderabad’. Eg: Search for ‘Silver Oak Villas Hyderabad’.

The details of locations along with a plan are also given on the Plans page of each project on our website.

1. Reply to a very specific query which has been already addressed in FAQs.

<Copy the reply from FAQs>.

For further information visit [www.modiproperties.com/nilgirihomes/faqs.html](http://www.modiproperties.com/nilgirihomes/faqs.html)

d. Reply to query about price.

Option 1

The details of price along with rate, break-up and schedule of possession is given on the Pricing page of each project on our website. The prices for <project name> are available on www.modiproperties.com/<project name>/prcing.html.

Option 2

The details of price along with rate, break-up and schedule of possession is given on the Pricing page of our website. The links to the pricing page of the projects that are of interest to you are:

<project name>: www.modiproperties.com/<project name>/prcing.html.

<project name>: www.modiproperties.com/<project name>/prcing.html.

<project name>: www.modiproperties.com/<project name>/prcing.html.

Option 3

The prices requested by you are:

<project name> - <1BHK/2BHK/3BHK flat> - <\_\_ sft> - <Rs. \_\_\_ lakh>.

<project name> - <1BHK/2BHK/3BHK flat> - <\_\_ sft> - <Rs. \_\_\_ lakh>.

<project name> - <3BHK villa/townhouse> - <\_\_ sft construction, \_\_ sq yds land> - <Rs. \_\_\_ lakh>.

<project name> - <3BHK villa/townhouse> - <\_\_ sft construction, \_\_ sq yds land> - <Rs. \_\_\_ lakh>.

Please note that these prices are for <semi deluxe / deluxe> specifications, inclusive of amenities, water & electricity connection charges, car parking but exclusive of VAT, service tax, registration charges and corpus fund.

e. Reply to query availability for given budget.

Option 1

The details of availability is given on the availability page of each project on our website. The availability for <project name> are available on www.modiproperties.com/<project name>/availability.html.

Option 2

The detail of availability is given on the Availability page of each project on our website. The links to the Availability page of the projects that are of interest to you are:

<project name>: www.modiproperties.com/<project name>/ availability.html.

<project name>: www.modiproperties.com/<project name>/ availability.html.

<project name>: www.modiproperties.com/<project name>/ availability.html.

f. Reply to customers planning to visit Hyderabad – Request for site visit.

Option 1 (when customer’s date of visit is known)

Please contact us when you reach Hyderabad. We will arrange a site visit at a date and time convenient to you.

Option 2 (when customer’s date of visit is not known)

Please let us know your date of arrival to Hyderabad. Accordingly, we will arrange a site visit at a date and time convenient to you.

g. Reply to difference between semi-deluxe and deluxe.

The details of specifications of semi-deluxe and deluxe flats/villas are available on the specification page of each project. Please visit [www.modiproperties.com/](http://www.modiproperties.com/) <project name>/specification.html.

Budget conscious customers can opt for semi-deluxe specifications. Items like flooring, doors, bathroom tiles, CP fittings, etc., of well known brands with more economical pricing is being used without any compromise in quality for affordability.

h. Reply to request for low cost villas/flats.

To best of our knowledge <flats/villas> in the range of Rs. \_\_\_ lakhs in <the heart of the city/location specified by customer/ and around our projects> is not available.

We are among the lowest priced builders in Hyderabad. We are very confident of our prices being reasonable. We are among the few builders from the organized sector with projects in the middle income housing segment. It is not possible for other builders to offer prices substantially lower than our prices as we know that our margins are very thin, as we operate on low margins comparatively.

Several flats/villas or independent houses are available at lower cost. But they have the following drawbacks.

* Most such very low cost flats/villas are built on lands which are not zoned for residential use. Further building/layout permits are not obtained from statutory authorities. The only three statutory authorities in Hyderabad are GHMC, HMDA and DTCP.
* Invariably such builders claim to have sanctions from local Grampanchyats. Grampanchyat has no authority to give permits for apartments or layouts. Grampanchayats are only authorized to give permits for individual houses (not apartments) upto ground plus two floors. All other so called approved Grampanchayat sanctions are totally illegal.
* In most cases title is not clear.
* Poor quality of design, inadequate structural strength, supervision and construction.
* Poor or no amenities like clubhouse, etc.,

You are advised to be cautious about purchasing units from such builders. For further information please visit [www.hydhomes.co.in](http://www.hydhomes.co.in/).

i. Reply to query about water supply.

We are aware that availability of sufficient water is an essential requirement for any home owner. Only proper planning will ensure adequate water supply. Accordingly, we have made sufficient provisions for water supply for general use and drinking purposes. Multiple borewells are being provided. Rain water harvesting is being implemented to recharge the borewells. We have chosen sites where the water table is just a few feet below the existing ground.

As a backup a sump for drinking water and water for general use is being provided so that in case of emergencies water can be brought through tankers and pumped up to the overhead tanks. Adequate drinking water is provided through a 3” or 4” municipal water connection (wherever available) and/or an RO plant.

j. Reply to query about additions and alterations.

Changes to structure, walls, elevation, external appearance, door frames, door positions, etc., shall not be permitted. However, minor changes like colour of internal walls, flooring, bathroom tiles, CP & sanitary fittings shall be permitted.

Changes in external appearance are not permitted to ensure a uniform look and feel. Not only does it enhance aesthetics, it also results in preservation of asset value and higher appreciation.

k. Reply to query about ready to occupy flats/villas.

Option 1

Ready to occupy flats are available in the following projects:

* Vista Homes , Kushaiguda – 377 two & three bedroom flats .

Ready to occupy villas/townhouses are available in the following projects:

* Bloomdale, Shamirpet. - 72 villas.
* Niligiri Estates, Rampally – 187 villas.

l. Reply to query about prices and availability.

Option 1

The details of pricing and availability are given on the Pricing and Availability page of each project on our website. The pricing and availability for <project name> are available on www.modiproperties.com/<project name>/pricing.html and www.modiproperties.com/<project name>/availability.html.

Please note that these prices are for <semi deluxe / deluxe> specifications, inclusive of amenities, water & electricity connection charges, car parking but exclusive of GST, registration charges and corpus fund.

m. Reply to query about taxes and other charges.

Option 1 for flats

The total price of flat no. \_\_\_ and measuring \_\_\_ sft in <project name> is Rs. \_\_\_ lacs.

The detailed calculation of registration charges, GST is attached herein. Please note that these prices are subject to change. The corpus fund payable to the Owners Association is Rs. \_\_\_.

Option 2 for villas

The total price of villa no. \_\_\_ and measuring \_\_\_ sft on \_\_\_ sq. yds of land in <project name> is Rs. \_\_\_ lacs.

The detailed calculation of registration charges, GST is attached herein. Please note that these prices are subject to change. The corpus fund payable to the Owners Association is Rs. \_\_\_.

6. Thank you note to customers visiting kiosk / exhibitions.

Option 1 by Email:

Dear Sir / Madam,

Thank you, for visiting our <stall / kiosk> at <the Property Show name / Kiosk location>.

Currently we have 10 ongoing residential projects in Telangana. They are:

Project with villas:

1. AVR Gulmohar Homes - 91 villas on 6.5 acres.
2. Nilgiri Estates - 188 villas on 10 acres.
3. Bloomdale - 72 villas on 5 acres.
4. Silver Oak Villas - 115 villas on 7.5 acres.

Project with flats/apartments:

1. Vista Homes – Kushaiguda, 377 flats,
2. Mayflower Platinum, Mallapur - 189 flats on 2.2 acres.
3. Gulmohar Residency, Mallapur - 354 flats on 8 acre.
4. Bloomdale Residency @ Genome Valley - 107 flats on 1 acre.
5. Morning Glory Apartments @ Genome Valley, Muraharipally - 30 flats on 1,122 sq yds.
6. Greenwood Heights, Kowkur – 119 flats on 2 acres.

For any further information please do not hesitate to contact us.

Regards,

<Executive name>

<pre-defined signature>

Option 2 – by sms

Thank you, for visiting our <stall/kiosk> at <the Property Show name / Kiosk location.>

For details visit [www.modiproperties.com](http://www.modiproperties.com/) or call me <Executive name> at <mobile no.>

7. Rent and tax saving calculator – details to be sent by email.

Dear < Sir / Madam or Mr. \_\_\_\_ or Ms. \_\_\_\_>,

Customers who do not own their home and / or are paying rent for their existing house can substantially save both by way of rent and on income tax by purchasing their own home. Such a purchaser financed by way of housing loans can at times seem to be beyond ones budget. However, the savings on ever increasing rents and payment of income tax can pay a substantial portion of your EMI on the housing loan, thus making the purchase affordable.

Besides, investment made to save tax, under section 80C, like infrastructure bonds which have low yields can instead be use to purchase your own home. Be smart! Buy your own house. Convert payments towards expenditure into payments for investment.

You can check your savings and effective cost of purchasing a home at https://www.modiproperties.com/tax-saving-calculator. Just fill in your flat / villa cost, housing loan required, monthly rent being paid and your annual income and you will get the detailed calculation.

Enclosed is a flyer along with a sample calculation.

For any further information please do not hesitate to contact us.

Regards,

<Executive Name>

<Pre-defined Signature>

8. Draft for letter – Print on Modi Properties Letter Head

**Don’t just buy a flat or villa! Buy a great life style!**

To,

< Customer Name>

<Customer Address>

Dear Mr./Mrs. \_\_\_\_\_, Date: \_\_\_\_\_

 We sincerely thank you for visiting our projects.

Our primary objective is to provide you a great life style. Our projects reflect the attitudes and values of our customers. Care has been taken to ensure that important design parameters and the amenities provided are tuned to the life style of our customers.

Clearly, our flats/villas are not stand alone products. Our gated communities are designed to control the environment around your living space. One can buy a flat or villa and endow it with luxurious specifications, but it’s almost impossible to control the surrounding development. This is what we have set to achieve. Besides, it is beyond the scope of one family to maintain the amenities and ambience provided in our projects.

Best price Vs best deal!

Several low cost options of stand alone flats/independent houses are available in areas around our projects. Most of them are at very affordable prices. However, the lowest cost flat/independent house is rarely the best deal!

Apart from considerations like title, sanctions, quality, timely completion, etc., the main criteria for choosing your home should be more holistic. Your family may seriously compromise their quality of life in return for a small saving. It may be worthwhile for our customers to consider paying a small premium for a great life style. After all your family deserves it!

We have tried to guide you through the features that make your home a life style product. Please feel free to contact us for any further information.

Thank You.

Yours sincerely,

<Executive Name>

<Pre-defined Signature>

9. Draft for email

Sub.: Don’t just buy a flat or villa! Buy a great life style!

Dear Mr./Mrs. \_\_\_\_\_,

 We sincerely thank you for visiting our projects.

Our primary objective is to provide you a great life style. Our projects reflect the attitudes and values of our customers. Care has been taken to ensure that important design parameters and the amenities provided are tuned to the life style of our customers.

Clearly, our flats/villas are not stand alone products. Our gated communities are designed to control the environment around your living space. One can buy a flat or villa and endow it with luxurious specifications, but it’s almost impossible to control the surrounding development. This is what we have set to achieve. Besides, it is beyond the scope of one family to maintain the amenities and ambience provided in our projects.

Best price Vs best deal!

Several low cost options of stand alone flats/independent houses are available in areas around our projects. Most of them are at very affordable prices. However, the lowest cost flat/independent house is rarely the best deal!

Apart from considerations like title, sanctions, quality, timely completion, etc., the main criteria for choosing your home should be more holistic. Your family may seriously compromise their quality of life in return for a small saving. It may be worthwhile for our customers to consider paying a small premium for a great life style. After all your family deserves it!

We have tried to guide you through the features that make your home a life style product. Please feel free to contact us for any further information.

Regards,

<Executive Name>

<Pre-defined Signature>

.10. Draft for email – MGA/BRGV

Sub.: Don’t just buy a flat! Buy a great life style!

Dear Mr./Mrs. \_\_\_\_\_,

 We sincerely thank you for visiting our projects.

Our primary objective is to provide you a great life style. Our projects reflect the attitudes and values of our customers. Care has been taken to ensure that important design parameters and the amenities provided are tuned to the life style of our customers.

Clearly, our flats are not stand alone products. Our housing projects are designed to control the environment around your living space. One can buy a flat and endow it with luxurious specifications, but it’s almost impossible to control the surrounding development. This is what we have set to achieve. Besides, it is beyond the scope of one family to maintain the amenities and ambience provided in our projects.

Best price Vs best deal!

Some low cost options of flats are available in areas around our projects. Most of them are at very affordable prices. However, the lowest cost flat is rarely the best deal!

Apart from considerations like title, sanctions, quality, timely completion, etc., the main criteria for choosing your home should be more holistic. Your family may seriously compromise their quality of life in return for a small saving. It may be worthwhile for our customers to consider paying a small premium for a great life style. After all your family deserves it!

We have tried to guide you through the features that make your home a life style product. Please feel free to contact us for any further information.

Regards,

<Executive Name>

<Pre-defined Signature>