

DATE

14 May 2026

ATTN

Sarah & David Mitchell

ADDRESS

42 Racecourse Road, Hamilton QLD 4007

RE Insulated patio · north-facing entertaining area · TL-26-1184

Dear Sarah and David,

Thanks for the enquiry — really nice to hear from a Hamilton homeowner. From your photos, you've got a great north-facing position to work with, and the existing roofline gives us a clean fixing line to work against.

We'll bring a couple of design options to next week's appointment so you can see what a covered space could look like against your home — including an insulated flat-roof option that handles the western afternoon sun, and a flyover that opens the courtyard up. We'll walk through finishes, lighting, and how the patio sits with the existing eave.

We'll also cover the council side. We handle the engineering, drafting and approvals — you don't have to deal with that part. Once we've agreed on a design, our in-house team takes it through to completion. You'll have one project manager looking after you the whole way, and you'll always know where the project stands.

Looking forward to meeting you on the 22nd.

Shane Hammond

Managing Director · Trueline Group

DATE

DD Month YYYY

ATTN

[Recipient name]

ADDRESS

[Street address, Suburb STATE Postcode]

RE [Subject · reference number]

Dear [Name],

Body copy area — minimum 11pt body, 1.6 line height. Lead with the customer outcome; support with proof. Keep paragraphs short. Use Australian English.

[Signatory name]

[Title] · Trueline Group



DATE

14 May 2026

ATTN

Sarah & David Mitchell

ADDRESS

42 Racecourse Road, Hamilton QLD 4007

RE Insulated patio · north-facing entertaining area · TL-26-1184

Dear Sarah and David,

Thanks for the enquiry — really nice to hear from a Hamilton homeowner. From your photos, you've got a great north-facing position to work with, and the existing roofline gives us a clean fixing line to work against.

We'll bring a couple of design options to next week's appointment so you can see what a covered space could look like against your home — including an insulated flat-roof option that handles the western afternoon sun, and a flyover that opens the courtyard up. We'll walk through finishes, lighting, and how the patio sits with the existing eave.

We'll also cover the council side. We handle the engineering, drafting and approvals — you don't have to deal with that part. Once we've agreed on a design, our in-house team takes it through to completion. You'll have one project manager looking after you the whole way, and you'll always know where the project stands.

Looking forward to meeting you on the 22nd.

Shane Hammond

Managing Director · Trueline Group

DATE

DD Month YYYY

ATTN

[Recipient name]

ADDRESS

[Street address, Suburb STATE Postcode]

RE [Subject · reference number]

Dear [Name],

Body copy area — minimum 11pt body, 1.6 line height. Lead with the customer outcome; support with proof. Keep paragraphs short. Use Australian English.

[Signatory name]

[Title] · Trueline Group

COVERED LIFE. BETTER LIVED.



Trueline Group Eagle Farm · Keilor Park 1300 50 20 20

DATE

14 May 2026

ATTN

Sarah & David Mitchell

ADDRESS

42 Racecourse Road, Hamilton QLD 4007

RE Insulated patio · north-facing entertaining area · TL-26-1184

Dear Sarah and David,

Thanks for the enquiry — really nice to hear from a Hamilton homeowner. From your photos, you've got a great north-facing position to work with, and the existing roofline gives us a clean fixing line to work against.

We'll bring a couple of design options to next week's appointment so you can see what a covered space could look like against your home — including an insulated flat-roof option that handles the western afternoon sun, and a flyover that opens the courtyard up. We'll walk through finishes, lighting, and how the patio sits with the existing eave.

We'll also cover the council side. We handle the engineering, drafting and approvals — you don't have to deal with that part. Once we've agreed on a design, our in-house team takes it through to completion. You'll have one project manager looking after you the whole way, and you'll always know where the project stands.

Looking forward to meeting you on the 22nd.

Shane Hammond

Managing Director · Trueline Group

COVERED LIFE. BETTER LIVED.



Trueline Group Eagle Farm · Keilor Park 1300 50 20 20

DATE

DD Month YYYY

ATTN

[Recipient name]

ADDRESS

[Street address, Suburb STATE Postcode]

RE [Subject · reference number]

Dear [Name],

Body copy area — minimum 11pt body, 1.6 line height. Lead with the customer outcome; support with proof. Keep paragraphs short. Use Australian English.

[Signatory name]

[Title] · Trueline Group

Trueline Group Eagle Farm · Keilor Park 1300 50 20 20

DATE

14 May 2026

ATTN

Sarah & David Mitchell

ADDRESS

42 Racecourse Road, Hamilton QLD 4007

RE Insulated patio · north-facing entertaining area · TL-26-1184

Dear Sarah and David,

Thanks for the enquiry — really nice to hear from a Hamilton homeowner. From your photos, you've got a great north-facing position to work with, and the existing roofline gives us a clean fixing line to work against.

We'll bring a couple of design options to next week's appointment so you can see what a covered space could look like against your home — including an insulated flat-roof option that handles the western afternoon sun, and a flyover that opens the courtyard up. We'll walk through finishes, lighting, and how the patio sits with the existing eave.

We'll also cover the council side. We handle the engineering, drafting and approvals — you don't have to deal with that part. Once we've agreed on a design, our in-house team takes it through to completion. You'll have one project manager looking after you the whole way, and you'll always know where the project stands.

Looking forward to meeting you on the 22nd.

Shane Hammond

Managing Director · Trueline Group

INTERNAL · TRUELINE GROUP

Trueline Group Eagle Farm · Keilor Park 1300 50 20 20

DATE

[DD Month YYYY]

ATTN

[Recipient name]

ADDRESS

[Street address, Suburb STATE Postcode]

RE [Subject · reference number]

Dear [Name],

Body copy area — minimum 11pt body, 1.6 line height. Lead with the customer outcome; support with proof. Keep paragraphs short. Use Australian English.

[Signatory name]

[Title] · Trueline Group

DATE
14 May 2026

ATTN
Sarah & David Mitchell

ADDRESS
42 Racecourse Road, Hamilton QLD 4007

RE Insulated patio · north-facing entertaining area · TL-26-1184

Dear Sarah and David,

Thanks for the enquiry — really nice to hear from a Hamilton homeowner. From your photos, you've got a great north-facing position to work with, and the existing roofline gives us a clean fixing line to work against.

We'll bring a couple of design options to next week's appointment so you can see what a covered space could look like against your home — including an insulated flat-roof option that handles the western afternoon sun, and a flyover that opens the courtyard up. We'll walk through finishes, lighting, and how the patio sits with the existing eave.

We'll also cover the council side. We handle the engineering, drafting and approvals — you don't have to deal with that part. Once we've agreed on a design, our in-house team takes it through to completion. You'll have one project manager looking after you the whole way, and you'll always know where the project stands.

Looking forward to meeting you on the 22nd.

Shane Hammond
Managing Director · Trueline Group

DATE
DD Month YYYY

ATTN
[Recipient name]

ADDRESS
[Street address, Suburb STATE Postcode]

RE [Subject · reference number]

Dear [Name],

Body copy area — minimum 11pt body, 1.6 line height. Lead with the customer outcome; support with proof. Keep paragraphs short. Use Australian English.

COVERED LIFE · BETTER LIVED

[Signatory name]
[Title] · Trueline Group

DATE
14 May 2026

ATTN
Sarah & David Mitchell

ADDRESS
42 Racecourse Road, Hamilton QLD 4007

RE Insulated patio · north-facing entertaining area · TL-26-1184

Dear Sarah and David,

Thanks for the enquiry — really nice to hear from a Hamilton homeowner. From your photos, you've got a great north-facing position to work with, and the existing roofline gives us a clean fixing line to work against.

We'll bring a couple of design options to next week's appointment so you can see what a covered space could look like against your home — including an insulated flat-roof option that handles the western afternoon sun, and a flyover that opens the courtyard up. We'll walk through finishes, lighting, and how the patio sits with the existing eave.

We'll also cover the council side. We handle the engineering, drafting and approvals — you don't have to deal with that part. Once we've agreed on a design, our in-house team takes it through to completion. You'll have one project manager looking after you the whole way, and you'll always know where the project stands.

Looking forward to meeting you on the 22nd.

Shane Hammond
Managing Director · Trueline Group

DATE
DD Month YYYY

ATTN
[Recipient name]

ADDRESS
[Street address, Suburb STATE Postcode]

RE [Subject · reference number]

Dear [Name],

Body copy area — minimum 11pt body, 1.6 line height. Lead with the customer outcome; support with proof. Keep paragraphs short. Use Australian English.

COVERED LIFE · BETTER LIVED

[Signatory name]
[Title] · Trueline Group