

# Roofing Repair Agreement Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

## Subject: Roofing Repair Agreement Notice

Dear [Contractor's Name],

This letter serves as formal notice of our agreement regarding the roofing repair services to be provided at [Property Address]. As discussed, the following terms have been agreed upon:

- **Scope of Work:** [Description of the work to be completed]
- **Start Date:** [Insert Start Date]
- **Completion Date:** [Insert Estimated Completion Date]
- **Total Cost:** [Insert Total Cost]

Please acknowledge receipt of this agreement notice and confirm your acceptance of the terms outlined above by signing and returning a copy of this letter.

Thank you for your attention to this matter. We look forward to a successful project.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company Name, if applicable]

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Client Signature

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Contractor Signature