

Roofing Repair Confirmation Letter

Date: [Insert Date]

From: [Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are pleased to confirm your roofing repair service scheduled for [Insert Date] at [Insert Time]. Our team will arrive at your location to perform the necessary repairs on your roof.

Details of the Service:

- Scope of Work: [Brief Description of Repairs]
- Estimated Duration: [Estimated Time]
- Cost: [Total Cost]

Thank you for choosing [Your Company Name]. If you have any questions or need to reschedule, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Looking forward to serving you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]