

Roofing Repair Estimated Cost Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to provide you with the estimated cost for the roofing repair required at your property located at [Property Address]. After a thorough inspection, we have assessed the necessary repairs and compiled an estimate for your review.

Estimated Costs:

- Labor: \$[Amount]
- Materials: \$[Amount]
- Removal of Old Roofing: \$[Amount]
- Miscellaneous: \$[Amount]

Total Estimated Cost: \$[Total Amount]

Please review the above estimate and provide your approval to proceed with the repairs. If you have any questions or need further clarification, do not hesitate to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]