

# Roofing Repair Initiation Notice

Date: [Insert Date]

To: [Owner's Name]

[Owner's Address]

Dear [Owner's Name],

We are writing to inform you that we will be initiating roofing repair work on your property located at [Property Address]. The repairs are scheduled to commence on [Start Date] and are expected to be completed by [End Date].

The scope of the work includes the following:

- [Description of specific repairs]
- [Material to be used]
- [Estimated duration of work]

Please ensure that the area is accessible for our crew. If you have any questions or concerns regarding this notice or the upcoming work, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Company Name]

[Phone Number]

[Email Address]