

Roofing Repair Project Approval

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for the roofing repair project at [Property Address] has been approved. After careful consideration and review of your proposal, we recognize the urgent need for this maintenance to ensure the structural integrity of the property.

The approved project will include the following:

- Completion Date: [Insert Completion Date]
- Scope of Work: [Brief description of work to be done]
- Contractor: [Contractor's Name and Company]
- Total Budget: [Approved Budget Amount]

Please ensure that all work is conducted in compliance with local building codes and regulations. We expect the work to commence on [Start Date], and we appreciate your cooperation and prompt attention to this matter.

Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention, and we look forward to seeing the project progress smoothly.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]