

# Roofing Repair Service Approval

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that your request for roofing repair services has been approved. Below are the details of the proposed work:

## Service Details:

- Service Type: Roofing Repair
- Location: [Property Address]
- Scheduled Start Date: [Start Date]
- Estimated Duration: [Duration]
- Total Cost: [Total Cost]

Please sign and return a copy of this letter to confirm your approval and acceptance of the terms. Upon receipt, we will proceed with scheduling the work.

Thank you for choosing [Your Company Name] for your roofing needs. We look forward to providing you with excellent service.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]

**Approval Signature:** \_\_\_\_\_