

# Driveway Repair and Upkeep Arrangement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## Subject: Driveway Repair and Maintenance Agreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formalize our agreement regarding the repair and upkeep of the driveway located at [Driveway Address]. As discussed, we have outlined the services required, including:

- Assessment of current driveway conditions
- Crack sealing and patching
- Resurfacing, if necessary
- Regular maintenance schedule

The total estimated cost for the initial repair work is [Cost]. We expect to complete the work by [Completion Date]. Following this, we will establish a maintenance schedule every [Maintenance Frequency] to ensure the driveway remains in good condition.

Please review this arrangement and let me know if you agree with the terms. I look forward to your confirmation.

Thank you!

Sincerely,  
[Your Name]