

# Contractor Estimate Approval

Date: [Insert Date]

To: [Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to present our estimate for the commercial construction project at [Project Location]. Below are the details for your review:

## Project Estimate

| Description                 | Cost                |
|-----------------------------|---------------------|
| [Description of Work]       | [Cost]              |
| [Additional Work/Materials] | [Cost]              |
| <b>Total Estimate</b>       | <b>[Total Cost]</b> |

Please review the estimate and, if acceptable, please sign below and return a copy to us at your earliest convenience.

## Approval

Signature: \_\_\_\_\_

Name: [Client Name]

Date: \_\_\_\_\_

Thank you for considering our estimate. We look forward to working with you on this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]