

# Estimate Approval Letter

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally approve the roofing repair estimate you provided on [Insert Date of Estimate]. After reviewing the details, we are pleased to move forward with the proposed work outlined in your estimate.

Details of the approved estimate are as follows:

- Project Description: [Insert Description]
- Total Estimated Cost: [Insert Amount]
- Proposed Start Date: [Insert Date]
- Expected Completion Date: [Insert Date]

Please confirm your acceptance of this approval and the proposed schedule. If you have any questions or need further information, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your prompt response and to a successful project completion.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]