

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Contractor Name]  
[Company Name]  
[Company Address]

Re: Request for Repair Estimate - [Property Address]

Dear [Contractor Name],

I am contacting you to request a formal estimate for repair work needed at my property located at [Property Address].

The scope of work involves the following repairs:

- [Repair Item 1: e.g., Leaking pipe in the kitchen]
- [Repair Item 2: e.g., Damaged drywall in the living room]
- [Repair Item 3: e.g., Cracked window pane in the bedroom]

Please include the following details in your written estimate:

- Detailed breakdown of material costs
- Estimated labor hours and hourly rates
- Projected start and completion dates
- Warranty information on parts and labor

I would like to schedule a time for you to visit the site to inspect the damage. I am generally available on [Days of the Week] between [Times].

Thank you for your time. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]