

[Your Company Name]

[Your Address]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip]

RE: Repair Estimate for [Project Name/Property Address]

Dear [Client Name],

Thank you for the opportunity to provide an estimate for your repair project. Following our inspection on [Date of Inspection], we have outlined the necessary repairs and associated costs below.

Scope of Work:

- [Repair Item 1: Brief description of work]
- [Repair Item 2: Brief description of work]
- [Repair Item 3: Brief description of work]

Estimated Costs:

Description	Amount
Materials	[\$[0.00]]
Labor	[\$[0.00]]
Permits/Fees (if applicable)	[\$[0.00]]
Total Estimated Cost	[\$[0.00]]

Timeline:

The estimated timeframe for completion is [Number] business days/weeks, pending weather conditions and material availability.

Terms and Conditions:

This estimate is valid for [Number] days from the date listed above. A deposit of [Percentage]% is required to schedule the work. The remaining balance is due upon completion.

If you have any questions regarding this proposal, please feel free to contact me at [Your Phone Number]. We look forward to working with you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]