

[Vendor Name]
[Vendor Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Subject: Repair Estimate for [Item/Asset Name or ID Number]

Dear [Recipient Name],

Please find attached the formal repair estimate for the [Item Name] inspected on [Date of Inspection]. Our technicians have completed a thorough diagnostic to identify the necessary parts and labor required to restore the unit to full working order.

Summary of Estimate:

- **Estimated Cost:** \$[Total Amount]
- **Estimated Lead Time for Parts:** [Number of Days/Weeks]
- **Estimated Repair Duration:** [Number of Hours/Days]
- **Warranty on Repairs:** [Description of Warranty]

The attached document provides a detailed breakdown of costs, including labor rates and specific replacement parts. This estimate is valid until [Expiration Date].

To proceed with these repairs, please sign the attached estimate and return it to us, or provide a formal Purchase Order (PO) number.

If you have any questions regarding the scope of work or the costs involved, please contact me directly at [Your Phone Number].

Sincerely,

[Your Name]
[Your Title]