

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

[Date]

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

**Subject: Request for Repair Estimate - [Property Address]**

Dear [Contractor Name],

I am writing to formally request a written estimate for repair work needed at my property located at [Property Address]. The property sustained damage on [Date of Incident] due to [Cause of Damage, e.g., water leak, storm, or vehicle impact].

The areas requiring repair include, but are not limited to:

- [Description of damage 1]
- [Description of damage 2]
- [Description of damage 3]

Please provide a detailed itemization of the following in your estimate:

- Cost of materials
- Labor costs
- Estimated timeline for completion
- Any necessary permits or disposal fees

I would like to schedule a site visit to inspect the damage. Please let me know your availability for this week. You can reach me at [Your Phone Number] or via email at [Your Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]