

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

[Date]

[Contractor Name or Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Roof Replacement Documentation - [Property Address]

Dear [Contact Person Name],

I am writing to formally request the complete documentation regarding the roof replacement performed at [Property Address] on [Date or Approximate Date of Completion].

To ensure my records are complete for insurance and warranty purposes, please provide the following items:

- Final Invoice showing a zero balance.
- Copy of the building permit and final inspection report.
- Manufacturer's product warranty information.
- Workmanship warranty certificate from your company.
- Proof of materials used (brand and type of shingles).

Please send these documents via email to [Your Email Address] or by mail to the address listed above.

I would appreciate receiving these documents by [Insert Date]. Thank you for your prompt attention to this matter and for the work performed on my property.

Sincerely,

[Your Signature]

[Your Printed Name]