[Company Name]
[Company Address]
[Phone Number]
[Email Address]

[Date]

[Customer Name]
[Customer Address]

Subject: Confirmation of Roof Replacement Project

Dear [Customer Name],

This letter is to formally confirm the scheduled roof replacement for your property located at [Service Address]. We are pleased to have been selected for this project and look forward to providing you with a high-quality new roof.

Project Details:

- **Scheduled Start Date:** [Date]
- **Estimated Completion Date:** [Date]
- **Work Hours:** [Start Time] to [End Time]
- **Materials to be Used:** [Type/Brand/Color of Roofing Materials]

Total Agreed Price: $[Amount]

Preparation Instructions:
To ensure a smooth process, please kindly:

- Clear the driveway of all vehicles to allow space for our trucks and debris containers.
- Secure any fragile items inside the house, as vibrations may occur during the removal of the old roof.
- Keep children and pets away from the work area for their safety.
- Ensure access to an external power outlet if required.

If there are any changes to the schedule due to weather conditions, our project manager, [Manager Name], will contact you immediately at [Phone Number].

Thank you for choosing [Company Name]. We appreciate your business.

Sincerely,

[Your Name]
[Your Title]
[Company Name]