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

[Date]

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

Re: Request for Documentation for Roof Replacement at [Property Address]

Dear [Contact Person Name],

I am writing to request a complete set of documentation regarding the roof replacement performed at the above-referenced property on [Date of Completion].

Please provide copies of the following documents for my records:

- Final itemized invoice showing a zero balance.
- Signed certificate of completion.
- Manufacturer warranty documents for the roofing materials used.
- Workmanship warranty from your company.
- Copies of any building permits and evidence of final inspection approval by the local municipality.
- Lien waivers from your company and any subcontractors or material suppliers involved.

I would appreciate receiving these documents by [Date]. You may send them via email to [Your Email Address] or by mail to the address listed above.

Thank you for your prompt attention to this request and for the work performed on my home.

Sincerely,

[Your Signature]

[Your Printed Name]