[Date]

[Homeowner Name]
[Property Address]
[City, State, Zip Code]

Subject: Post-Inspection Update Regarding Your Roof Replacement

Dear [Homeowner Name],

Thank you for allowing us to inspect your roof on [Date of Inspection]. Following our thorough assessment, we are writing to provide you with an update regarding the next steps for your roof replacement project.

Inspection Findings:
Our team identified the following key areas that require attention:
[Insert brief summary of findings, e.g., extensive shingle damage, leak points, or structural wear].

Project Timeline:
Based on the inspection results, we have scheduled your replacement to begin on [Start Date]. We anticipate the project will take approximately [Number] days to complete, weather permitting.

Next Steps:

- **Material Delivery:** Materials will be delivered to your driveway on [Delivery Date].
- **Permits:** All necessary city permits have been [Applied For / Secured].
- **Preparation:** Please ensure that vehicles are moved from the driveway and outdoor furniture is cleared away from the perimeter of the house prior to the start date.

Attached to this letter, you will find the finalized estimate and contract reflecting the inspection details. Please sign and return these documents by [Deadline Date] to confirm your spot on our schedule.

If you have any questions or need to discuss the specific findings of the inspection, please contact us at [Phone Number] or [Email Address].

We look forward to providing you with a safe and high-quality new roof.

Sincerely,

[Your Name/Project Manager]
[Company Name]
[Phone Number]