

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acknowledgement of Receipt of Estimate

Dear :

I have received the receipt of the estimate that was quoted to me by {Name/Company} on {Date}. Thank you for your quick response to my inquiry. Your service has been much appreciated. I will contact you if I have any questions regarding the estimate or services.

Sincerely,

N A M E