

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Dear ,

Pursuant to our conversations of the past few weeks, the following is an itemized preliminary estimate for the (project name) in (location).

The design of the Name will be as follows:

(design detail)

The costs of this design are as follows:

ITEM (costs)	COST (dollars)
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(add more lines as required)

TOTAL COST	\$
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This estimate was based upon plans dated , prepared by (architect's name), and represents a complete, organized, and professional installation.

We look forward to working with you.

Sincerely,

Name

Title