

[Date]

[Contractor Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally commend you and your team for the outstanding completion of the roofing project at [Property Address].

The quality of craftsmanship and the attention to detail exhibited throughout the project were exceptional. From the initial inspection to the final cleanup, your team maintained a high level of professionalism, adhered to the agreed-upon timeline, and ensured a safe worksite.

Specifically, I would like to highlight [mention a specific strength, e.g., the seamless installation of the flashing / the efficiency of the crew / the excellent communication]. It is rare to find a contractor who delivers results that exceed expectations while staying within the original budget.

Please extend my gratitude to your entire crew for their hard work. I would be happy to recommend your services to others in need of professional roofing solutions and look forward to working with you again in the future.

Sincerely,

[Your Name]

[Your Title/Organization]