

(Date of Letter)

(Name of Business)

(Room, Floor or P.O. Box)

(Street Address)

(City, State and Zip Code)

RE: Estimate for Services

Dear (Name of party whose service estimate is challenged):

On the day of (month/year), your office provided an estimate for (repair or services) for (identify vehicle, house, other property for which the estimate of repair or services was provided). However, when the statement for services was received, it was noted that the statement exceeded the estimate which was originally provided. For your informational purposes, a copy of the estimate and a copy of your statement for services are both enclosed.

As you will recall, no additional request for items beyond the estimate were requested and the undersigned did not make a commitment to engage your services for any additional costs. The reason your establishment was selected was due to the fact that it was expected that you would perform the task within the estimate provided. Accordingly, it is the undersigned's immediate request that a new statement for services be rendered in conjunction with the estimate as originally provided. In the event any change orders were signed by the undersigned, please provide copies of those since there is no recollection of change orders being authorized relative to the services which you were to provide.

Please understand that this correspondence is a good faith effort to resolve the differences between us and allow for satisfaction of payment pursuant to the original estimate which you provided. Your early response is appreciated. Thank you for your immediate attention.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)