Spokewell Cycle Repair

418 Larkfield Road, Millbrook | 555-0147 | repairs@spokewell.example

November 12, 2026

Ms. Rosa Delgado
27 Quarry Street
Millbrook

Dear Ms. Delgado,

Thank you for bringing your 1998 touring bike to us on November 9. We checked it from front to back, and this letter lists what we found and what we suggest.

The rear wheel has two broken spokes and a slight wobble. We can replace the spokes and true the wheel for $38.00. The chain is worn past 0.75 percent, so it will soon wear the cassette as well. A new chain costs $29.50 with fitting. Both brake pads are under 2 mm thick and must be replaced before you ride in wet weather ($24.00 for the pair).

The frame, headset and bottom bracket are in good shape. We found no rust inside the seat tube, which is rare on a bike of this age.

The total for all three repairs is $91.50 before tax. If you approve, we can have the bike ready by Thursday, November 19. Call us at 555-0147 or reply to repairs@spokewell.example, and quote job number SW-20417.

We kept the old spokes in a bag on the handlebar, in case you want to see them.

Kind regards,

Dana Whitlock
Service Manager