

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Service Provider's Name]
[Service Provider's Address]
[City, State, ZIP Code]

Subject: Authorization for Router Repair

Dear [Service Provider's Name/Team],

I am writing to authorize the repair of my router, which has been experiencing issues that I have been unable to resolve. Below are the details of the equipment and the necessary authorization for repair:

****Router Model:**** [Model Number]

****Serial Number:**** [Serial Number]

****Issue Description:**** [Brief description of the problem]

I authorize [Service Provider's Name] to proceed with the repairs necessary to restore functionality to my router. Please advise me of any costs associated with this repair before proceeding.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]