

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Subject: Authorization for Repairs

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally authorize [Company's Name] to proceed with the necessary repairs on my property located at [Property Address]. After assessing the situation, I understand the urgency and importance of these repairs.

Please proceed with the following repairs:

- [Briefly describe the repairs needed]
- [Additional repairs if necessary]

I grant permission for your team to begin the work starting [Start Date] and understand that the estimated cost will be [Approximate Cost]. Please ensure that all work is conducted according to the agreed-upon timeline and standards.

Thank you for your attention to this matter. I look forward to your prompt response and a successful resolution to the repairs.

Sincerely,

[Your Signature (if mailing)]  
[Your Printed Name]