

[Your Company Letterhead]

[Date]

[Repair Service Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Subject: Repair Authorization for Equipment

Dear [Repair Service Provider's Contact Name],

I hope this message finds you well.

We hereby authorize [Repair Service Provider's Name] to proceed with the repair of our equipment detailed below:

****Equipment Description:****

- Type: [e.g., Printer, Laptop]
- Model: [e.g., XYZ123]
- Serial Number: [e.g., SN123456]

****Issues Reported:****

- [Brief description of the issues]

Please perform the necessary diagnostics and repairs, and proceed with the work necessary to restore the equipment to full functionality.

****Authorization Details:****

- Authorized By: [Your Name]
- Position: [Your Position]
- Company: [Your Company Name]
- Contact Phone: [Your Phone Number]
- Email: [Your Email Address]

Please keep us updated on the status of the repairs and any potential costs involved.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]