

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Service Provider's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: HVAC Repair Authorization

Dear [Service Provider's Name],

I, [Your Name], authorize [Company Name] to perform the necessary repair services on my HVAC system located at [Service Address].

Details of the authorization:

- ****Scope of Work:**** [Brief description of the work to be done]
- ****Estimated Cost:**** [Estimated cost of the service, if applicable]
- ****Authorized Person:**** [If someone other than yourself is authorized to make decisions]

Please proceed with the repairs at your earliest convenience. If any additional repairs are deemed necessary, kindly contact me for approval before proceeding.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]