

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval for HVAC Repair

We are pleased to inform you that your request for HVAC repair at [location or building name] has been approved. After reviewing the proposal and assessing the needs of our facility, we believe that proceeding with the repairs is essential to ensure a comfortable and efficient environment.

Details of the approved repairs are as follows:

- ****Service Provider:**** [Service Provider Name]
- ****Scope of Work:**** [Brief description of the work to be done]
- ****Total Cost:**** [Approved budget or estimate]
- ****Timeline:**** [Estimated start and completion dates]

Please proceed with the necessary arrangements to commence the repairs.

If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to the successful completion of the HVAC repair.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]