

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

[HVAC Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Letter of Authorization for HVAC Repair

Dear [HVAC Company Name],

I, [Your Name], the owner of the property located at [Property Address], hereby authorize [Technician's Name] from [HVAC Company Name] to perform the necessary HVAC repair services on my behalf.

The authorized services include but are not limited to:

- [List specific repair services]
- [Additional services if applicable]

This authorization is valid for the duration of the repair process, commencing on [Start Date] and concluding on [End Date] or until the services are completed.

Please find my contact information above should you require any further confirmation or have questions regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title, if applicable]