

Emergency Machinery Repair Authorization

Date: [Insert Date]

To: [Repair Service Provider]

Address: [Repair Service Provider Address]

Dear [Repair Service Provider's Contact Name],

I am writing to authorize immediate emergency repairs for our machinery located at [Location of Machinery]. Due to [explain the nature of the emergency, e.g., breakdown, malfunction], it is imperative that repairs are conducted as soon as possible to minimize downtime and prevent further damage.

Please proceed with the necessary repairs and utilize any required parts and labor to restore the machinery to operational status. We authorize a budget of [insert budget amount, if applicable] for these repairs.

Upon completion of the work, please provide an invoice detailing the costs associated with the repairs. If any additional work or costs arise during the process, please contact me at [Your Phone Number] or [Your Email Address] for prior approval.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]