

Automotive Repair Requisition

Date: [Insert Date]

From:

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

To:

[Repair Shop Name]

[Repair Shop Address]

[Repair Shop Contact Information]

Vehicle Information:

Make: [Vehicle Make]

Model: [Vehicle Model]

Year: [Vehicle Year]

VIN: [Vehicle Identification Number]

Mileage: [Current Mileage]

Repair Details:

Description of Repairs Needed:

[Detailed description of issues and required repairs]

Authorization:

I, [Your Name], hereby authorize the above-mentioned repairs up to an estimated cost of [Cost Estimate].

Signature: _____

Additional Notes:

[Any additional information or special instructions]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]