

# Task Authorization Letter

**Date:** [Insert Date]

**To:** [Subcontractor Name]

**Company:** [Subcontractor Company Name]

**Address:** [Subcontractor Address]

Dear [Subcontractor Name],

This letter serves as formal authorization for [Subcontractor Company Name] to proceed with the following task:

## Task Details

**Task Description:** [Describe the task]

**Start Date:** [Insert Start Date]

**Completion Date:** [Insert Completion Date]

**Location:** [Specify Location]

## Scope of Work

[Provide details about the scope of work and any specific requirements.]

## Compensation

**Agreed Amount:** [Specify Amount]

## Contact Information

For any questions or clarifications, please contact:

**Name:** [Your Name]

**Phone:** [Your Phone Number]

**Email:** [Your Email Address]

Please sign and return a copy of this letter to confirm your acceptance of this task authorization.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]