

Roofing Repair Authorization Request

Date: [Insert Date]

To: [Insert Contractor's Name]
[Insert Contractor's Company]
[Insert Contractor's Address]
[Insert City, State, ZIP]

Dear [Insert Contractor's Name],

I am writing to formally authorize the necessary repairs to be conducted on my roofing at [Insert Property Address]. Following our recent discussions and the inspection conducted on [Insert Inspection Date], it has been determined that the roofing requires immediate attention due to [briefly state the reason, e.g., leaks, damage, etc.].

Authorization is hereby granted for you to proceed with the repair work as detailed in the estimate provided, dated [Insert Estimate Date], which amounts to [Insert Amount]. Please ensure that all repairs are compliant with relevant building codes and safety regulations.

If you have any further questions or need additional information, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your prompt attention to this matter. I look forward to your swift response to proceed with the roofing repairs.

Sincerely,

[Your Name]
[Your Address]
[City, State, ZIP]
[Your Phone Number]
[Your Email Address]