

# Damage Repair Authorization Letter

Date: [Insert Date]

To: [Repair Service Company Name]

Address: [Repair Service Company Address]

Phone: [Repair Service Company Phone Number]

Dear [Repair Service Company],

I, [Your Name], am writing to authorize the repair of my appliance, [Appliance Type and Model], due to damages sustained on [Date of Damage]. Please proceed with the necessary repairs as outlined in your estimate.

Details of the appliance:

- Appliance Type: [Appliance Type]
- Model Number: [Model Number]
- Serial Number: [Serial Number]
- Location: [Location of Appliance]

I understand and agree to the estimated cost of repairs which amounts to [Estimated Cost]. Payment will be processed upon completion of the repair.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]