

# Damage Repair Authorization

Date: [Insert Date]

To: [Repair Service Company Name]

Address: [Repair Service Address]

Subject: Authorization for Damage Repair

Dear [Repair Service Company Name],

We hereby authorize you to perform damage repair services at our commercial premises located at [Insert Address]. The following damages require immediate attention:

- [Describe Damage 1]
- [Describe Damage 2]
- [Describe Damage 3]

Please proceed with the necessary assessments and repair work. We kindly ask that all repairs be completed by [Insert Deadline].

For your records, we have included the following information:

Contact Person: [Insert Name]

Contact Phone: [Insert Phone Number]

Email: [Insert Email Address]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]