

Damage Repair Authorization Letter

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Authorization for Damage Repair Services

I, [Your Name], the owner of [Your Property Address], hereby authorize you to proceed with the necessary repair services for the damage sustained on [specific date of damage]. The scope of work includes [briefly describe the repair work needed].

Please proceed with the repairs as soon as possible and provide me with an estimated timeline for completion. Also, I would appreciate a detailed invoice upon the completion of the work to facilitate payment.

Thank you for your prompt attention to this matter. Should you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]

[City, State, Zip Code]