

Service Request Authorization

Date: **[Insert Date]**

To: **[Service Provider's Name]**

Address: **[Service Provider's Address]**

Dear **[Service Provider's Name]**,

I am writing to formally request authorization for the following services:

- Service Type: **[Insert Service Type]**
- Requested Date: **[Insert Date]**
- Location: **[Location of Service]**

Please consider this letter as my authorization for the requested service. I understand that any associated costs will be my responsibility.

Should you require any further information, please do not hesitate to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]