

# Extra Work Authorization

Date: [Insert Date]

To: [Contractor's Name]

From: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to authorize the additional work required for [specific project or work description]. This work is necessary due to [reason for extra work].

The scope of the extra work includes:

- [Description of extra work item 1]
- [Description of extra work item 2]
- [Description of extra work item 3]

The agreed-upon cost for this additional work is [insert cost], and the anticipated completion date is [insert date]. Please confirm your acceptance of this authorization by signing below.

Thank you for your prompt attention to this matter.

Sincerely,

[Client's Signature]

[Client's Printed Name]

[Client's Position]

[Client's Contact Information]

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Accepted by:

[Contractor's Signature]

[Contractor's Printed Name]

[Date]