

Construction Project Cost Authorization

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Construction Project Cost Authorization for [Project Name]

We hereby authorize you to proceed with the following construction project: [Project Name]. The approved budget for this project is [Insert Budget Amount]. This authorization encompasses all costs associated with the project's completion, including materials, labor, and any applicable overheads.

Please ensure that all expenditures are documented and submitted for review on a [monthly/weekly] basis. We expect regular updates on the project's progress and any potential changes to the budget.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]