

Authorized Work Proposal

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Address: [Contractor's Address]

Subject: Proposal for Authorized Work

Dear [Contractor's Name],

We are pleased to invite you to submit a proposal for the authorized work related to [specific project or task] at [location]. The scope of work includes but is not limited to:

- [Task 1]
- [Task 2]
- [Task 3]

Please ensure that your proposal includes the following:

1. Detailed project plan and timeline
2. Cost estimate and payment terms
3. Proof of insurance and relevant certifications

The deadline for submitting your proposal is [Insert Deadline]. Should you have any questions or require further details, please feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to your prompt response and are excited about the opportunity to work together.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]