

Work Authorization Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Dear [Contractor Name],

This letter serves as work authorization for [Description of Services] to be performed by [Contractor Name] at [Project Location]. The terms of this authorization are as follows:

- **Scope of Work:** [Detail the work to be performed]
- **Start Date:** [Insert Start Date]
- **Completion Date:** [Insert Completion Date]
- **Compensation:** [Outline payment details]

Please acknowledge your acceptance of this work authorization by signing below and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Contractor Signature] _____

Date: [Insert Date]