

Contractor Work Approval Request

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request approval for the following contractor work to be performed at [Project Location/Description].

Project Details:

- **Contractor Name:** [Contractor Name]
- **Scope of Work:** [Brief Description of Work]
- **Start Date:** [Proposed Start Date]
- **Completion Date:** [Proposed Completion Date]
- **Total Cost:** [Total Estimated Cost]

We believe that this work is necessary to ensure the project stays on schedule and meets the required quality standards. Attached, please find the detailed proposal and any supporting documentation for your review.

We would appreciate your prompt attention to this request and look forward to your favorable reply. Should you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]