

Subject: Repair Authorization Request - [Property Address/Unit Number]

Dear [Owner Name],

I am writing to formally request your authorization to proceed with necessary repairs at [Property Address].

Description of Issue:

[Describe the problem in detail, e.g., leaking water heater, broken window, etc.]

Proposed Solution:

[Describe what needs to be done to fix the issue.]

Estimated Cost:

The estimated cost for this repair is \$[Amount]. [Optional: Attachment of quote included].

Urgency Level:

[Select one: Emergency / Urgent / Non-Urgent]

Please review this request and provide your written approval to proceed. If you have a preferred contractor you would like us to use, please let me know by [Date/Time].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]