

Date: [Insert Date]

To: [Contractor/Company Name]

Attention: [Contact Person Name]

Address: [Contractor Address]

RE: Authorization for Structural Damage Repairs at [Property Address]

To Whom It May Concern,

I, [Your Name], the legal owner/authorized representative of the property located at [Property Address], hereby authorize [Contractor/Company Name] to proceed with the necessary structural repairs as outlined in the estimate/proposal dated [Date of Estimate], reference number [Estimate Number].

The scope of authorized work includes, but is not limited to:

- [Description of specific repair 1, e.g., Foundation reinforcement]
- [Description of specific repair 2, e.g., Support beam replacement]
- [Description of specific repair 3, e.g., Load-bearing wall stabilization]

Terms and Conditions:

- The total cost of repairs is not to exceed \$[Total Amount] without prior written consent.
- All work must be performed in accordance with local building codes and safety regulations.
- The contractor is responsible for obtaining all necessary permits.
- Work is scheduled to commence on [Start Date] and is expected to be completed by [Completion Date].

Please notify me immediately if any unforeseen structural issues are discovered during the repair process that may alter the original scope or cost.

By signing below, I confirm that I have the authority to order these repairs and agree to the payment terms previously discussed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]