

Date: [Insert Date]

To: [Plumbing Company Name]

Address: [Plumbing Company Address]

Phone: [Plumbing Company Phone Number]

Subject: Authorization for Plumbing System Repairs

To Whom It May Concern,

I, [Your Name], hereby authorize [Plumbing Company Name] to perform the necessary plumbing repairs at the following property address:

Property Address: [Insert Full Address of Property]

Scope of Work:

The authorized repairs include, but are not limited to: [List specific repairs, e.g., fixing a leak in the master bathroom, replacing a faulty water heater, or clearing a main sewer line blockage].

Cost Authorization:

I approve the estimated cost of \$[Insert Amount] as provided in the quote dated [Insert Date]. Any additional repairs exceeding this amount must be approved by me in writing before the work commences.

Access to Property:

The technician is authorized to access the property on [Insert Date] at [Insert Time]. Access will be provided by [Your Name / Property Manager / Key Box Code].

Payment Terms:

Payment will be made via [Credit Card / Check / Cash] upon completion of the work and receipt of a final invoice.

Please contact me at [Your Phone Number] or [Your Email Address] if you have any questions during the repair process.

Sincerely,

[Your Signature]

[Your Printed Name]