

Date: [Insert Date]

To: [Electrician or Company Name]

Address: [Electrician/Company Address]

Subject: Authorization for Electrical Fault Repair

Dear [Contact Person Name],

I, [Your Full Name], the [Owner/Tenant/Manager] of the property located at [Property Address], hereby authorize [Electrician or Company Name] to carry out the necessary repairs to resolve the electrical faults identified at this location.

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

- [Brief description of fault, e.g., Power outage in kitchen]
- [Brief description of fault, e.g., Circuit breaker tripping]
- [Brief description of fault, e.g., Faulty wiring in garage]

I authorize the expenditure up to the amount of [Insert Maximum Budget/Quoted Amount]. If the repairs require additional costs or materials beyond this limit, please contact me for further approval before proceeding.

Please ensure all work is conducted in compliance with local safety regulations and electrical codes. Upon completion, please provide a detailed invoice and a report of the work performed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Phone Number: [Your Phone Number]

Email: [Your Email Address]