

Date: [Insert Date]

To: [Contractor Name/Company Name]

Address: [Contractor Address]

Phone: [Contractor Phone Number]

Subject: Authorization for Roof Replacement/Repair

Dear [Name of Contact Person],

I, [Your Name], hereby authorize [Contractor Name/Company Name] to proceed with the roof replacement/repair services at the following property address:

Property Address: [Insert Full Address of Property]

Scope of Work:

This authorization is based on the estimate/proposal provided on [Date of Estimate], which includes the following work:

- Removal of old roofing materials
- Installation of [Type of Material, e.g., Asphalt Shingles]
- Repair of [Specific Areas, e.g., flashing, gutters, or decking]
- Disposal of all debris

Financial Terms:

The total agreed-upon cost for this project is \$[Total Amount]. I agree to the payment schedule as follows: [e.g., 50% deposit and 50% upon completion].

Timeline:

Work is scheduled to commence on [Start Date] and is expected to be completed by [End Date], weather permitting.

By signing this letter, I confirm that I am the legal owner of the property or have the legal authority to authorize these repairs. I have read and agree to the terms and conditions outlined in the attached contract.

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

Sincerely,

[Your Signature]

[Your Printed Name]