

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Service Provider Name]
[Service Provider Company]
[Service Provider Address]
[City, State, Zip Code]

RE: Authorization for HVAC System Repair

Dear [Contact Person Name],

I am writing to formally authorize [Service Provider Company] to proceed with the necessary repairs on the HVAC system located at [Property Address].

Based on the estimate provided on [Date of Estimate] (Estimate/Quote Number: [Number]), I authorize the following work:

- [Description of specific repair 1]
- [Description of specific repair 2]
- [Replacement of specific parts, if applicable]

The total cost for these repairs is authorized up to the amount of \$[Total Authorized Amount]. If the costs are expected to exceed this amount, please contact me for further approval before continuing with the work.

Please schedule the repair for [Requested Date] or contact me to confirm a mutually convenient time. Upon completion of the work, please provide a detailed invoice and any warranty documentation regarding the parts and labor.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]
[Title, if applicable]