

Date: [Insert Date]

To: [Contractor Name/Company]

Address: [Contractor Address]

Phone: [Contractor Phone Number]

Subject: Authorization for Exterior Painting and Repairs

Dear [Contractor Contact Person],

I, [Your Name], hereby authorize [Contractor Name/Company] to perform exterior painting and related repair services at the property located at:

Property Address: [Full Address of Property]

Authorized Scope of Work:

- Surface preparation (power washing, scraping, sanding, and priming).
- Exterior repairs including [List specific repairs, e.g., wood rot replacement, caulking].
- Application of [Number of coats] coats of paint to [Specify areas: siding, trim, shutters, doors].
- Paint Brand/Product: [Insert Brand/Line]
- Colors: [Body Color], [Trim Color], [Accent Color].

Financial Terms:

The total agreed-upon cost for this project is \$[Total Amount]. A deposit of \$[Deposit Amount] is authorized for payment on [Date], with the remaining balance due upon completion and inspection of the work.

Project Timeline:

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

Authorization:

By signing this letter, I confirm that I am the legal owner or authorized representative of the property and grant permission for your crew and equipment to access the premises to complete the work described above.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]