Date: [Date]

To: [Contractor Name/Company]
Address: [Contractor Address]

Subject: Notice of Approval for Emergency Mitigation Services

Dear [Contact Name],

This letter serves as formal authorization and approval for [Contractor Company Name] to begin emergency mitigation services at the following property:

Property Address: [Full Address of Property]
Claim Number (if applicable): [Claim Number]
Type of Emergency: [e.g., Water Damage, Fire, Board-up]

You are approved to perform the necessary emergency measures required to prevent further damage to the property. These services include, but are not limited to:

- [Service 1, e.g., Water extraction and structural drying]
- [Service 2, e.g., Tarping and roof stabilization]
- [Service 3, e.g., Debris removal and site cleanup]

Terms and Conditions:

1. **Scope of Work:** This approval is limited to emergency stabilization and mitigation. Any permanent repairs or restoration work must be estimated and approved separately.
2. **Documentation:** You are required to provide detailed documentation, including daily logs, moisture readings, and "before and after" photographs.
3. **Invoicing:** Please submit all invoices and supporting documentation directly to [Name/Insurance Company].

Please contact [Name] at [Phone Number] immediately if the scope of emergency work needs to be expanded beyond the initial assessment.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Role]