Date: [Date]

To: [Insurance Company Name]
Claim Number: [Claim Number]
Policy Number: [Policy Number]

Subject: Preferred Roofing Contractor Authorization Letter

To Whom It May Concern,

I, [Property Owner Name], am the owner of the property located at [Property Address]. I am writing to formally notify you that I have selected **[Roofing Company Name]** as my preferred contractor to perform the necessary roof repairs/replacement resulting from the loss occurring on [Date of Loss].

I hereby authorize [Roofing Company Name] and its authorized representatives to do the following:

- Inspect the damage to my property.
- Discuss the scope of work, measurements, and estimates with the insurance adjuster or claims representative.
- Access all documentation related to the repair portion of this claim.

Please direct all correspondence regarding the technical scope of the roof repairs to [Contractor Contact Person] at [Contractor Phone Number] or [Contractor Email Address].

This letter does not transfer my rights to the insurance proceeds, nor does it authorize direct payment unless a separate Assignment of Benefits (AOB) or Direction to Pay is executed. I maintain the right to oversee the final completion of the work.

Sincerely,

[Property Owner Signature]

[Property Owner Printed Name]
[Phone Number]