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

[Date]

[Restoration Company Name]
[Contact Person Name]
[Address]
[City, State, Zip Code]

Subject: Authorization to Proceed with Water Damage Restoration

Dear [Contact Person Name],

This letter serves as formal authorization for [Restoration Company Name] to begin water damage restoration and mitigation services at the property located at: [Property Address].

I have reviewed the work estimate provided on [Date of Estimate] (Estimate/Job Number: [Number]) and approve the following scope of work:

- Water extraction and removal
- Drying and dehumidification
- Cleaning and sanitizing of affected areas
- [Additional Service 1]
- [Additional Service 2]

I understand the total estimated cost for these services is $[Amount]. I agree to the terms and conditions outlined in the service agreement previously provided.

Insurance Information (if applicable):
Insurance Carrier: [Company Name]
Claim Number: [Number]
Adjuster Name: [Name]

Please coordinate the start date and access to the property with me directly at [Your Phone Number].

Sincerely,

[Signature]

[Your Printed Name]