Date: [Date]

To: [Vendor Name]
Address: [Vendor Address]
Contact Person: [Name of Contact]

Subject: Authorization for Repair Services - [Reference/PO Number]

Dear [Contact Name],

This letter serves as formal authorization for [Vendor Name] to proceed with the necessary repairs on the following equipment/property:

- **Item Description:** [Description of item]
- **Serial/Asset Number:** [Number]
- **Location:** [Location of repair]
- **Reported Issue:** [Brief description of the problem]

Terms of Authorization:

1. **Authorized Scope:** You are authorized to perform [General Repairs / Specific Task] as per Quote #[Number] dated [Date].
2. **Cost Limit:** The total cost for these repairs shall not exceed $[Amount] without prior written approval from [Company Name].
3. **Completion Date:** Work is expected to be completed no later than [Date].
4. **Invoicing:** Please reference Purchase Order #[Number] on all invoices and correspondence. Invoices should be sent to [Email Address/Department].

Please notify [Name] at [Phone/Email] immediately if there are any changes to the estimated cost or timeline during the repair process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Name]
[Your Job Title]
[Your Company Name]