Date: [Date]

To:
[Body Shop Name]
[Body Shop Address]
[City, State, Zip Code]

Subject: Authorization for Vehicle Repairs - [Claim/Reference Number]

Dear [Contact Name or Manager],

This letter serves as formal approval to proceed with the repairs on the vehicle listed below:

- **Year/Make/Model:** [Vehicle Details]
- **VIN:** [Vehicle Identification Number]
- **Owner Name:** [Customer Name]

Approved Scope of Work:

Approval is granted based on the estimate dated [Estimate Date] for the total amount of $[Amount]. This authorization covers all labor, parts, and materials necessary to restore the vehicle to manufacturer specifications using certified repair procedures.

Terms and Conditions:

- Only OEM (Original Equipment Manufacturer) parts are to be used unless otherwise specified.
- Any supplemental repairs or price increases must be submitted for written approval before work begins.
- Upon completion, a final itemized invoice and a copy of the lifetime workmanship warranty must be provided.

Please notify the vehicle owner and our office once the repairs are complete and the vehicle is ready for pickup.

Sincerely,

[Your Name/Signature]
[Title/Company Name]
[Phone Number]
[Email Address]