

Date: [Date]

To: [Vendor Name]

Address: [Vendor Address]

Contact Person: [Contact Name]

Subject: Authorization for Capital Improvement Work - [Project Name/ID]

Dear [Vendor Contact Person],

This letter serves as formal authorization for [Vendor Name] to proceed with the capital improvement project described below at the following property:

Property Name: [Property Name]

Property Address: [Full Address]

Scope of Work:

[Detailed description of the work to be performed]

Financial Terms:

The total authorized cost for this project is **[\$Amount]**. This amount is inclusive of all labor, materials, permits, and taxes. Any costs exceeding this amount must be approved in writing via a formal change order before the work is performed.

Project Timeline:

Start Date: [Date]

Completion Date: [Date]

Requirements:

- All work must comply with local building codes and safety regulations.
- Current Certificates of Insurance (COI) must be on file before site entry.
- Invoices should be submitted to [Billing Department/Email] upon completion/milestone.

Please acknowledge receipt of this authorization by signing below and returning a copy to our office.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Vendor Acceptance:

Signature: _____ Date: _____