

Date: [Insert Date]

To: [Vendor Company Name]

Attention: [Contact Person Name]

Address: [Vendor Street Address]

Subject: Authorization for Electrical Services - Work Order #[Insert Number]

Dear [Contact Person Name],

This letter serves as formal authorization for [Vendor Company Name] to proceed with the electrical services described below at the following location:

Service Location: [Insert Full Property Address]

Scope of Work:

[Briefly describe the work, e.g., Repair of breaker panel, installation of new lighting fixtures, or emergency wiring repair.]

Authorized Budget: Not to exceed \$[Insert Amount] without prior written approval.

Schedule: Work is to commence on [Start Date] and be completed by [Completion Date].

Terms and Conditions:

1. All work must comply with local electrical codes and safety regulations.
2. Please provide a detailed invoice upon completion of the work.
3. Any deviations from the agreed scope must be approved in writing by [Your Name/Company].

Please contact [Name] at [Phone Number] to coordinate access to the premises.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]