

Date: [Date]

To: [Vendor Name/Company]

Attn: [Contact Person]

Address: [Vendor Address]

RE: EMERGENCY REPAIR AUTHORIZATION

Dear [Vendor Name],

This letter serves as formal authorization to proceed with immediate emergency repairs at the following location:

Property Name/Address: [Address of Property]

Description of Emergency: [e.g., Burst water pipe, Electrical failure, Roof leak]

Work Order Number: [Number]

Due to the urgent nature of this situation, you are authorized to perform all necessary actions to stabilize the property, ensure safety, and prevent further damage. The scope of work includes, but is not limited to: [List specific tasks or "All necessary repairs"].

Financial Authorization:

You are authorized to proceed with repairs up to the amount of \$[Amount] without further approval. If the cost is expected to exceed this limit, please contact [Name] at [Phone Number] immediately for additional verbal or written consent.

Invoicing Instructions:

Upon completion, please submit an itemized invoice including labor hours, material costs, and photos of the completed work to [Email Address/Department].

Please acknowledge receipt of this authorization and provide an estimated arrival time for your crew.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]

[Phone Number]