

Date: [Insert Date]

To: [HVAC Vendor Name]

Attn: [Contact Person/Service Department]

Address: [Vendor Address]

Subject: Work Order Authorization for HVAC Services

Dear [Contact Name],

This letter serves as formal authorization for [HVAC Vendor Name] to proceed with the following services at the property located at:

Service Location:

[Property Name/Building Number]

[Full Address]

Scope of Work:

[Provide detailed description of work, e.g., Annual preventive maintenance, emergency repair of AC unit, or replacement of furnace filters].

Financial Authorization:

The total cost for this work order is authorized up to the amount of **\$[Insert Amount]**. If the cost of repairs exceeds this amount, please stop work and contact [Name] at [Phone Number] for further approval before proceeding.

Project Schedule:

Work is scheduled to commence on [Start Date] and must be completed by [End Date].

Billing Instructions:

Please send the final invoice referencing Work Order #[Insert Number] to:

[Billing Department Name]

[Email/Mailing Address]

Please acknowledge receipt of this authorization by signing below or replying to this email.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

Vendor Acknowledgment:

Signature: _____ Date: _____