

Date: [Insert Date]

To: [Vendor Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Work Order Authorization - [Property Name/Address]

Dear [Contact Person Name],

This letter serves as formal authorization for [Vendor Company Name] to proceed with the landscaping maintenance services as outlined in Proposal #[Number] dated [Date].

Scope of Work:

[Briefly list services, e.g., Mowing, pruning, fertilization, irrigation repair]

Project Details:

- **Property Location:** [Full Address]
- **Start Date:** [Date]
- **Authorized Budget:** Not to exceed \$[Amount]
- **Completion Deadline:** [Date]

Please ensure all work is performed according to the safety standards and specifications previously discussed. Upon completion of the work, please submit the final invoice along with photos of the finished site to [Email Address].

If there are any unforeseen changes to the scope or cost, please contact me immediately for written approval before proceeding.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Phone Number]