

Date: [Insert Date]

To: [Pest Control Company Name]

Attn: [Contact Person/Account Manager]

Address: [Company Address]

Subject: Authorization for Pest Control Services

Dear [Contact Person Name],

This letter serves as formal authorization for [Pest Control Company Name] to perform the following services at the property located at: [Property Address].

Scope of Work:

- [Service Type, e.g., Monthly Inspection / Emergency Treatment]
- [Target Pests, e.g., Rodents / Termites / General Insects]
- [Specific Areas, e.g., Kitchen, Basement, Exterior Perimeter]

Authorization Details:

Work Order Number: [Insert Number]

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

Scheduled Date/Time: [Insert Date and Time]

Upon completion of the work, please submit the service report and invoice to [Billing Email/Department] for processing.

Access to the premises will be provided by [Name of On-site Contact] who can be reached at [Phone Number].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]