

**Date:** [Insert Date]

**To:** [Vendor Name]

**Contact Person:** [Contact Name]

**Address:** [Vendor Address]

**Subject: Authorization for Roofing Inspection - Work Order #[Insert Number]**

Dear [Vendor Name],

This letter serves as formal authorization for your company to perform a professional roofing inspection at the following property:

**Property Name:** [Insert Name/ID]

**Property Address:** [Insert Full Address]

**Scope of Work:**

- Full assessment of roof surface and membrane condition.
- Inspection of flashings, gutters, downspouts, and drainage systems.
- Identification of leaks, structural damage, or areas of concern.
- Photos of all findings and a written summary report.
- Estimated cost for any recommended repairs.

**Project Details:**

- **Scheduled Date/Time:** [Insert Date/Time]
- **On-site Contact:** [Insert Name and Phone Number]
- **Authorized Budget:** Not to exceed \$[Insert Amount] without prior written approval.

Please submit your final inspection report and invoice to [Insert Email Address] within [Number] days of completion. All work must comply with local building codes and safety regulations.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]