

Date: [Insert Date]

To: [Vendor Name]

Contact Person: [Contact Name]

Address: [Vendor Address]

Subject: Authorization for Routine Maintenance - Work Order #[Reference Number]

Dear [Contact Name],

This letter serves as formal authorization for [Vendor Name] to proceed with the routine maintenance services at the following location:

Property/Site Name: [Site Name]

Address: [Full Address of Work Location]

Scope of Work:

- [Task 1, e.g., HVAC Filter Replacement]
- [Task 2, e.g., Inspection of Electrical Panels]
- [Task 3, e.g., General Plumbing Check]

Schedule:

The work is scheduled to commence on [Start Date] and should be completed by [Completion Date]. Please ensure all work is performed during standard business hours: [Insert Hours].

Financial Authorization:

The total cost for this maintenance service is authorized up to [Insert Amount]. Any additional repairs or costs exceeding this amount must be submitted for written approval before proceeding.

Reporting and Invoicing:

Upon completion, please provide a detailed service report and submit your invoice to [Billing Email/Address]. Please reference Work Order #[Reference Number] on all correspondence.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]