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Work Authorization Letter For Project

**John Doe**Project Manager  
XYZ Construction Company  
1234 Elm Street  
Springfield, IL 62701  
johndoe@xyzconstruction.com  
(555) 123-4567  
August 5, 2024

**Jane Smith**Project Lead  
ABC Engineering Solutions  
5678 Oak Avenue  
Springfield, IL 62702

Dear Jane Smith,

**Subject: Work Authorization for Downtown Office Building Renovation**

I am writing to formally authorize ABC Engineering Solutions to commence work on the Downtown Office Building Renovation project as per the terms and conditions outlined in the contract/agreement dated July 15, 2024. This authorization is effective from August 10, 2024, and is issued in accordance with the project requirements and timelines previously discussed and agreed upon.

### **Scope of Work**

ABC Engineering Solutions is authorized to undertake the complete renovation of the downtown office building, including structural upgrades, electrical rewiring, HVAC system installation, and interior redesign. Key deliverables include the completion of the structural framework by October 1, 2024, electrical and HVAC installations by November 15, 2024, and final interior design and finishing by December 31, 2024.

### **Project Timeline**

The project is expected to commence on August 10, 2024, and be completed by December 31, 2024. Regular progress updates should be provided to Mark Johnson at XYZ Construction Company to ensure adherence to the project schedule.

### **Budget and Payment Terms**

The total budget for this project is $1,500,000, as detailed in the contract. Payments will be made in accordance with the payment schedule outlined in the contract, with an initial payment of $300,000 upon project commencement, followed by monthly installments based on project milestones.

### **Points of Contact**

For any queries or further clarification regarding the project, please contact:

* **Primary Contact:** Mark Johnson, Senior Project Coordinator, markjohnson@xyzconstruction.com, (555) 987-6543
* **Secondary Contact:** Sarah Williams, Project Administrator, sarahwilliams@xyzconstruction.com, (555) 654-3210

### **Additional Information**

Please ensure that all work is carried out in compliance with the relevant industry standards and regulations. Additionally, all deliverables should be submitted in the specified formats and within the agreed timelines.

By signing below, you acknowledge and accept this work authorization and agree to commence work on the Downtown Office Building Renovation project as outlined.

We look forward to a successful collaboration on this project.

Sincerely,

[Your Signature (if sending a hard copy)]

**John Doe**Project Manager  
XYZ Construction Company

**Acknowledgment and Acceptance:**

I, Jane Smith, on behalf of ABC Engineering Solutions, acknowledge and accept the terms of this work authorization for the Downtown Office Building Renovation project.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Jane Smith**Project Lead  
ABC Engineering Solutions