
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