

Construction Contract Authorization

Subject: Authorization to Proceed - [Project Name]

Dear [Contractor Name],

This letter serves as official authorization to commence work on the [Project Description] as outlined in Contract #[Number] dated [Date].

After careful consideration of your bid proposal, safety protocols, insurance documentation, and project timeline, our construction committee has granted full approval for the project to proceed. The total approved budget is [Amount], with payment terms as specified in the attached contract.

Work authorization is effective [Start Date], with an expected completion date of [End Date]. Please ensure all required permits are obtained before breaking ground, and maintain compliance with local building codes and safety regulations throughout the project.

Your designated project supervisor should coordinate with our facilities manager, [Name], for site access and any additional requirements. Weekly progress reports will be required every Friday.

We appreciate your competitive pricing and look forward to the successful completion of this project.

Formally yours,

[Your Name]

[Title]

[Organization Name]

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