

Letter of Operational Access Arrangement

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Contact Name],

Subject: Operational Access Arrangement

We are pleased to inform you that your application for operational access to [Project/Location Name] has been approved. This letter outlines the arrangements and conditions for your access as a subcontractor.

Access Details:

- **Effective Date:** [Insert Effective Date]
- **Access Times:** [Insert Access Times]
- **Duration:** [Insert Duration]

Conditions of Access:

1. Compliance with all safety regulations.
2. Reporting to the site supervisor upon arrival.
3. Use of appropriate personal protective equipment (PPE).

Please sign and return the enclosed copy of this letter to confirm your acceptance of these terms.

We look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Enclosure: Copy of Access Arrangement Letter