

# Site Access Authorization Letter

Date: [Insert Date]

To: [Subcontractor's Name]  
[Subcontractor's Company Name]  
[Subcontractor's Address]  
[City, State, Zip Code]

Dear [Subcontractor's Name],

This letter serves to authorize access to [Site Name/Location] for the purpose of [specific work/task]. You are granted access starting from [Start Date] to [End Date].

Please ensure that all personnel adhere to site safety protocols and regulations. Access is limited to the designated areas and times as per the site schedule.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Contact Information]