

Site Visit Approval

Date: [Insert Date]

To,

[Subcontractor's Name]

[Subcontractor's Address]

Subject: Approval for Site Visit

Dear [Subcontractor's Name],

We are pleased to inform you that your request for a site visit at [Project Name/Location] has been approved. The details of the visit are as follows:

Date of Visit: [Insert Date]

Time of Visit: [Insert Time]

Point of Contact: [Insert Name/Position]

During your visit, please ensure to adhere to the site's safety protocols and guidelines. Should you have any further queries or require additional assistance, feel free to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]