

On-Site Assessment Arrangement

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Contact Name],

We are writing to inform you that we have scheduled an on-site assessment of your facilities as part of our ongoing evaluation process for subcontractors. This assessment is crucial in ensuring compliance with our quality standards and safety regulations.

Please find the details of the assessment below:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

We kindly ask you to prepare the necessary documentation and any relevant personnel to facilitate the assessment process. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]