

Coordination Letter for Subcontractor Field Visit

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Subcontractor Name],

We are writing to coordinate the upcoming field visit scheduled for [Insert Date]. This visit is crucial for ensuring all aspects of the project are aligned and to address any outstanding issues.

Please confirm your availability on the scheduled date and inform us of the personnel who will be attending. Additionally, let us know if there are any specific topics or concerns you would like to address during the visit.

We look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]