

# Notification for Subcontractor Site Inspection

Date: [Insert Date]

To:

[Subcontractor's Name]

[Subcontractor's Company]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We are writing to notify you of a scheduled site inspection for the ongoing project located at [Project Address]. This inspection is crucial to ensure that all work is being carried out in accordance with the project specifications and safety standards.

## Inspection Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Project Address]
- **Project Manager:** [Project Manager's Name]

Please ensure that your team is present on the specified date and time. It is essential that all relevant personnel are available for discussions regarding the project status and any safety considerations.

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 attention to this matter, and we look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]