

# On-Site Inspection Arrangement for Subcontractors

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

We are writing to inform you about the upcoming on-site inspection that is scheduled for [Insert Date and Time]. This inspection is a necessary step to ensure compliance with the project standards and to assess the quality of the work performed by your team.

The following details outline the inspection arrangement:

- **Project Location:** [Insert Project Address]
- **Inspection Time:** [Insert Time]
- **Inspection Team:** [Insert Names of Inspectors]
- **Required Documents:** [List any documents needed for the inspection]

Please ensure that the necessary personnel are available and that all relevant materials and documents are prepared for the inspection. We appreciate your cooperation and commitment to quality.

If you have any questions or require further clarification, please do not hesitate to contact me at [Insert Your Contact Information].

Thank you for your attention to this matter. We look forward to seeing you on site.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]