

On-Site Meeting Arrangement for Subcontractors

Dear [Subcontractor's Name],

We are writing to inform you about the upcoming on-site meeting scheduled for [Date] at [Time]. The meeting will take place at [Location].

The purpose of this meeting is to discuss [briefly state the objectives]. Your participation is crucial as we will be addressing important aspects of the project.

Please confirm your attendance by [RSVP Date]. If you have any questions or require further information, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]