

Site Visit Coordination Letter

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Company]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We would like to schedule a site visit for your team to discuss the upcoming project details. Please find the information below:

Site Visit Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Site Address]
- **Contact Person:** [Insert Contact Name]

Please confirm your availability for the proposed date and time. If the suggested schedule is not convenient, let us know so that we can arrange a suitable alternative.

Thank you for your cooperation. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]