

# Subcontractor Site Visit Confirmation

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company's Name]

Subject: Confirmation of Site Visit

Dear [Subcontractor's Name],

We are writing to confirm your scheduled site visit for the [Project Name] on [Date of Visit] at [Time of Visit].

Please arrive at the site located at [Site Address] and check in with [Contact Person's Name] upon arrival.

If you have any questions or require further assistance, please feel free to contact us at [Your Contact Information].

We look forward to your visit.

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]