

# Subcontractor Visit Scheduling Details

To: [Subcontractor's Name]

From: [Your Name]

Date: [Current Date]

Dear [Subcontractor's Name],

We would like to schedule a visit to discuss the progress of the ongoing project at [Project Location]. Please find the details of the scheduled visit below:

## Visit Details

- **Date:** [Proposed Date]
- **Time:** [Proposed Time]
- **Location:** [Project Location]
- **Duration:** [Estimated Duration]

Please confirm your availability for the proposed date and time. If the schedule does not work for you, let us know your preferred times and we will do our best to accommodate.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]