

Confirmation of Site Check

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient Name],

We are pleased to confirm the site check for the upcoming event scheduled on [Event Date]. The details are as follows:

- **Date of Site Check:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue Name and Address]

Please ensure that all relevant personnel are present during this site check for thorough evaluation and planning.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Contact Information]