

# Temporary Structure Policy for Construction Sites

Date: [Insert Date]

To: [Insert Recipient's Name]

Position: [Insert Recipient's Position]

Company: [Insert Recipient's Company]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of our policy regarding temporary structures at construction sites. As per safety regulations and industry standards, the following guidelines must be adhered to:

1. All temporary structures must be designed and constructed by qualified personnel.
2. Regular inspections will be conducted to ensure compliance with safety standards.
3. Any deviations from approved designs must receive additional authorization.
4. Proper signage must be placed around temporary structures to ensure awareness and safety for workers and visitors.
5. All temporary structures must be dismantled safely once they are no longer in use.

Failure to comply with this policy may result in project delays and potential penalties. We appreciate your attention to this important matter and look forward to your cooperation.

Should you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]