

Temporary Structure Policy for Film and Television Productions

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you about the Temporary Structure Policy that has been established for film and television productions within [Location/Area]. Our goal is to ensure that all temporary structures erected for production purposes are compliant with local regulations and safety standards.

Policy Overview:

- All temporary structures must be approved prior to installation.
- Site assessments must be conducted to evaluate structural integrity.
- Insurance documentation must be provided for all temporary installations.
- Regular inspections will be carried out during the period of use.

We appreciate your cooperation in following these guidelines. Please ensure that you submit all necessary documentation to our office at least [Insert Time Frame] prior to the start of your production.

Should you have any questions or require further clarification regarding this policy, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter. We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]