

Construction Site Access Request

Date: [Insert Date]

To:

[Regulatory Authority Name]

[Address]

[City, State, Zip Code]

Dear [Regulatory Authority Contact Name],

Subject: Request for Access to Construction Site

We, [Your Company Name], are writing to formally request access to the construction site located at [Site Address] for the purpose of [briefly state the purpose, e.g., inspections, assessments, etc.]. The construction project is expected to start on [start date] and is anticipated to be completed by [end date].

Access to the site is required on [specific dates/times] to ensure compliance with all regulatory requirements and to facilitate necessary evaluations.

Please let us know if there are any specific procedures we need to follow or forms to complete in order to gain access. We appreciate your cooperation and look forward to your prompt response to this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]