

# Site Mobilization Schedule Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Site Mobilization Schedule

Dear [Recipient's Name],

We are writing to provide you with an update regarding the mobilization schedule for the [Project Name] site. As of today, the following timelines and activities are confirmed:

## Mobilization Schedule

- Mobilization Start Date: [Insert Start Date]
- Initial Site Preparation: [Insert Dates]
- Delivery of Equipment: [Insert Dates]
- Full Operation Commencement: [Insert Start Date]

We appreciate your understanding and cooperation during this process. If you have any questions or require further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]