

Site Mobilization Letter

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

We are pleased to inform you that mobilization for the [Project Name] site is scheduled to commence on [Start Date]. In preparation for this, we would like to outline some key details regarding the mobilization process.

Project Details

- **Project Location:** [Project Address]
- **Scope of Work:** [Brief Description of Work]
- **Expected Completion Date:** [Completion Date]

Mobilization Schedule

The following is the timeline for mobilization:

- **Mobilization Start Date:** [Start Date]
- **Initial Meeting:** [Meeting Date/Time]
- **Completion of Mobilization:** [Estimated Completion Date]

Requirements

Please ensure that the following requirements are met prior to mobilization:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

We appreciate your cooperation and look forward to a successful mobilization. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]
[Your Contact Information]