

Appointment Letter for Structural Design Assessment

Date: [Insert Date]

To:

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been appointed to conduct a structural design assessment for [Project Name]. This assessment is crucial for ensuring the integrity and safety of the structure.

Details of the Appointment:

Project Location: [Project Location]
Assessment Date: [Insert Date]
Duration: [Insert Duration]

Please confirm your availability for this appointment by [Insert Confirmation Deadline]. We look forward to your expertise in this vital assessment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]