

Authorization Request for Contractor Site Entry

Date: _____

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request authorization for the entry of our contractor, [Contractor's Name], to the site located at [Site Address] on [Date(s) of Entry]. This authorization is necessary for [briefly describe the purpose, e.g., conducting maintenance, repairs, inspections, etc.].

The details of the contractor are as follows:

- Name: [Contractor's Name]
- Company: [Contractor's Company Name]
- Contact Number: [Contractor's Contact Number]
- License Number: [Contractor's License Number]

We ensure that all safety measures will be adhered to while the contractor is present on the site. Please let us know if there are any specific requirements or forms that need to be completed prior to their entry.

Thank you for your attention to this matter. We look forward to your prompt approval.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]