

# Site Visit Access Approval

**To:** [Contractor Name]

**From:** [Your Company Name]

**Date:** [Date]

Dear [Contractor Name],

We are pleased to inform you that your request for site visit access has been approved. Please find the details below:

- **Site Location:** [Site Address]
- **Date of Visit:** [Date]
- **Time of Visit:** [Start Time] - [End Time]
- **Contact Person on Site:** [Contact Name, Phone Number]

Please ensure that all safety protocols are followed during your visit. If you have any questions or require further assistance, feel free to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]