

Request for Contractor Clearance to Site

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally request clearance for our contractor, [Contractor's Name], to access the site located at [Site Address]. The intended date for the commencement of work is [Start Date], and the anticipated duration of the project is [Duration].

The contractor is prepared to comply with all safety protocols and regulations established for the site. Their team has undergone the necessary training and holds all required certifications.

We kindly ask for your cooperation in facilitating the necessary arrangements for site clearance. Should you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]