

# Site Access Application

Date: [Insert Date]

To,

[Site Manager's Name]

[Company Name]

[Company Address]

Subject: Application for Site Access

Dear [Site Manager's Name],

I am writing to formally request access to the site located at [Site Address] for the purpose of [briefly state the purpose, e.g., construction work, maintenance, inspection]. As a contractor with [Your Company Name], we are scheduled to commence our work on [Start Date] and will require access from [Required Access Dates].

We ensure that all safety protocols will be followed strictly during our time on site, and we will coordinate with your team to minimize any disruptions.

Please find attached the necessary credentials and project details for your reference.

Thank you for considering our request. We look forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]