

# Contractor Load Testing Coordination Request

Date: [Insert Date]

To: [Insert Contractor's Name]

From: [Your Name]

Subject: Request for Coordination of Load Testing

Dear [Contractor's Name],

I hope this message finds you well. We are reaching out to coordinate the load testing for the [Project Name/Description] scheduled for [insert dates]. This testing is critical to ensure that all specifications and performance standards are met.

Please confirm your availability on the proposed dates, and let us know if you require any specific resources or additional information to facilitate the load testing process.

We appreciate your cooperation and look forward to your prompt response.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]