

# Demobilization Notification

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We are writing to formally notify you of the upcoming demobilization phase for the [Project Name] located at [Project Address]. As we have completed the necessary phases of the project, our team is scheduled to begin the demobilization process on [Demobilization Start Date].

The demobilization phase entails the following:

- Removal of equipment and materials from the site.
- Restoration of the site to its original condition.
- Final inspections and reporting.

We expect to complete the demobilization by [Demobilization Completion Date]. Please let us know if you would like to schedule a meeting to discuss this process further.

Thank you for your cooperation throughout this project. We appreciate the opportunity to work together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Phone: [Your Phone Number]

Email: [Your Email Address]