

Demobilization Notification

Date: [Insert Date]

To: [Client/Project Manager's Name]

From: [Your Company Name]

Address: [Your Company Address]

Subject: Demobilization of Temporary Structures for Project [Project Name]

Dear [Client/Project Manager's Name],

We are writing to formally notify you of the upcoming demobilization of temporary structures utilized during the project phase of [Project Name]. As we approach the completion of our scheduled tasks, we plan to commence the demobilization process on [Start Date] and anticipate completing it by [End Date].

The temporary structures being addressed include [list key temporary structures]. All necessary safety and compliance measures will be adhered to during this process, ensuring minimal disruption to the site and surrounding areas.

Please let us know if there are any specific requirements or concerns you would like us to address during the demobilization phase. We appreciate your support and look forward to your cooperation.

Thank you for the opportunity to work on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]