

# Contractor Delivery and Site Arrangement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the delivery schedule and site arrangement for the upcoming project at [Project Location]. Below are the details regarding the delivery and site setup:

## Delivery Details:

- **Delivery Date:** [Insert Date]
- **Delivery Time:** [Insert Time]
- **Delivery Location:** [Insert Specific Location on Site]

## Site Arrangement:

The following arrangements will be in place upon arrival:

- Designated unloading area for all materials.
- Temporary storage space for equipment.
- Access paths for delivery trucks and machinery.

Should there be any changes to the agreed schedule or arrangements, please notify us at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]