

Onsite Logistics Coordination Letter

Date: [Insert Date]

Contractor Name: [Insert Contractor Name]

Contractor Company: [Insert Contractor Company]

Address: [Insert Address]

Dear [Contractor Name],

We are pleased to confirm the logistics coordination for the onsite activities scheduled for [Project Name/Description]. Below are the details to ensure smooth operations:

Logistics Schedule

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Daily Operating Hours: [Insert Hours]

Contact Information

- Site Manager: [Name] - [Phone Number] - [Email]
- Logistics Coordinator: [Name] - [Phone Number] - [Email]

Site Access Information

Please make sure your team adheres to the following access protocols:

- Entry Point: [Insert Entry Point]
- Required Documentation: [List Required Documents]
- Safety Gear: [List Required Safety Gear]

We appreciate your cooperation and look forward to a successful collaboration. Please feel free to reach out if you need any further information.

Best Regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]