

Site Logistics Coordination Letter

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to outline the logistics coordination for the upcoming project at [Insert Project Location]. Effective coordination is vital for the success of the project, and we want to ensure that all parties are aligned.

Site Access

The site will be accessible from [Insert Access Points] from [Insert Access Times]. Please ensure that all personnel and vehicles adhere to these guidelines.

Delivery and Storage

Deliveries will be scheduled as follows: [Insert Delivery Schedule]. Please coordinate with our logistics manager, [Insert Name], to confirm the delivery slots.

Safety and Compliance

All contractors must abide by safety regulations and comply with site-specific protocols. A safety briefing will be held on [Insert Date].

Contact Information

For any queries or concerns, please contact me at [Insert Your Phone Number] or [Insert Your Email Address].

We appreciate your cooperation and look forward to a successful project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]