

Construction Workforce Logistics Arrangement

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you about the logistics arrangements for our construction workforce scheduled to commence on [Start Date]. Below are the details to ensure efficient operations:

Workforce Details

- Number of Workers: [Insert Number]
- Roles: [List Roles]

Transportation Arrangement

Transportation will be provided as follows:

- Pick-up Location: [Insert Location]
- Time: [Insert Time]
- Contact Person: [Insert Name and Contact Info]

Accommodation

The workforce will be accommodated at [Accommodation Details].

Safety Guidelines

Please ensure that all workers adhere to the safety guidelines and protocols established for the site.

Should you have any questions or require further details, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]