

Restricted Area Access Authorization

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves to inform you that you have been granted access to the restricted area located at [Site Location]. Please be aware that this access is strictly limited to the following dates and times:

- Date: [Start Date] to [End Date]
- Time: [Start Time] to [End Time]

Access is granted under the condition that you adhere to all safety protocols and guidelines as outlined in the site safety manual. Unauthorized access to this area is prohibited, and any breaches may result in disciplinary action.

Should you have any questions or require further information, please do not hesitate to contact [Contact Person's Name] at [Contact Person's Phone Number] or [Contact Person's Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]