

# Construction Project Mobilization Letter

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Contact Name],

We are pleased to inform you that mobilization for the [Project Name] is set to commence on [Start Date]. This letter serves as a formal notification for your coordinated involvement in this phase of the project.

As a key subcontractor on this project, your responsibilities will include:

- [List specific responsibilities]
- [List specific responsibilities]
- [List specific responsibilities]

We expect you to adhere to the following timelines:

- Mobilization Start Date: [Date]
- Mobilization Completion Date: [Date]

Please confirm your acknowledgment of this mobilization plan and provide any updates regarding your team's readiness. Should you have any questions or require further information, do not hesitate to contact us.

Thank you for your cooperation. We look forward to a successful project together.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]