

Mobilization Notification

Date: [Insert Date]

To: [Supply Chain Partner Name]

Address: [Supply Chain Partner Address]

Dear [Supply Chain Partner Name],

We are pleased to inform you that mobilization for the [Project Name] construction project is scheduled to commence on [Start Date]. As a key partner in our supply chain, your timely delivery of materials and services is crucial to ensure the project's success.

Project Details:

- Project Name: [Project Name]
- Location: [Project Location]
- Start Date: [Start Date]
- Expected Duration: [Duration]

We will be relying on you to provide the following:

- [List of materials/services needed]
- [List of specific delivery timelines]

Please confirm your availability and readiness to meet the outlined requirements by [Response Date]. If you have any questions or need further information, do not hesitate to reach out to us.

Thank you for your continued partnership and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]