

Access Authorization Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Subject: Access Authorization for Construction Site

Dear [Recipient's Name],

This letter serves to formally grant access authorization for [Name of Individual/Company] to enter and remain on the construction site located at [Site Address] from [Start Date] to [End Date].

The authorized individual(s) are expected to comply with all safety regulations and site rules during their visit. Please ensure they report to [Site Supervisor/Project Manager Name] upon arrival.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]