

# Construction Area Access Clearance Request

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Title:** [Recipient's Title]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request access clearance to the construction area located at [Project Address/Location] for the purpose of [specific reason for access, e.g., inspections, surveys, etc.]. The requested access dates are from [start date] to [end date].

We acknowledge the importance of safety and compliance with all site regulations and assure you that all necessary precautions will be taken during our visit.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]