

Construction Property Access Approval Request

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

Subject: Request for Access Approval to [Property Address]

I am writing to formally request permission to access the property located at [Property Address] for the purpose of [brief description of the purpose, e.g., construction, surveying, inspections]. Our team is scheduled to commence work on [Start Date], and we need to ensure that all necessary approvals are in place before proceeding.

We plan to access the property on the following dates: [List Dates]. We assure you that all work will be conducted in accordance with safety regulations and with minimal disruption to the surroundings.

Enclosed with this letter are the relevant documents supporting our request:

- Project Plan
- Insurance Certificate
- Site Safety Plan

We appreciate your prompt attention to this matter and look forward to your favorable response. Should you require any additional information or wish to discuss this request further, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]