

# Notice for Seeking Access Permission for Construction

Date: [Insert Date]

To,

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Request for Access Permission for Construction Work

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you about the upcoming construction project scheduled to commence on [Insert Start Date] at [Insert Construction Site Address]. As part of our preparations, we kindly request your permission to access your property located at [Insert Property Address] to [reason for access, e.g., conduct assessments, deliver materials, etc.].

The access is needed between [Insert Start Time] and [Insert End Time] on [Insert Date or Dates], and we assure you that all necessary precautions will be taken to minimize disruption to your daily activities.

We appreciate your understanding and cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]