

Request for Access Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I am writing to formally request access approval for building works to be conducted at [Site/Location Name] starting from [Start Date] to [End Date]. The purpose of these works is to [briefly describe the purpose of the building works].

We have ensured that all necessary permits and safety measures are in place. Our team will adhere strictly to all regulations and guidelines during the course of the works.

Please find attached the documentation including our project plan and safety measures report for your review.

We kindly request your approval to proceed. Should you require any further information or wish to discuss this matter, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]