

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Property Access During Construction

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to your property located at [Property Address] during the construction of [describe the construction project, e.g., "a new fence," "an addition to my home," etc.].

The construction is scheduled to commence on [start date] and is expected to be completed by [end date]. Access to your property will be necessary to [explain the reason for needing access, e.g., "ensure proper alignment of the new fence with property lines," "conduct a survey," etc.]. I assure you that all work conducted will be performed with care and consideration for your property.

Please let me know if you are willing to grant access, and if so, any specific conditions you would like us to adhere to during this period. I appreciate your cooperation and understanding in this matter.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]