

Construction Site Investigation Findings Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Summary of Findings from Site Investigation

Introduction

This letter summarizes the findings from the recent site investigation conducted on [Insert Date of Investigation] at [Site Location].

Scope of Investigation

The investigation aimed to evaluate [insert specific objectives, e.g., soil conditions, contamination, etc.].

Key Findings

- Finding 1: [Brief description]
- Finding 2: [Brief description]
- Finding 3: [Brief description]

Recommendations

Based on the findings, we recommend the following actions:

- Recommendation 1: [Brief description]
- Recommendation 2: [Brief description]

Conclusion

We appreciate your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]