

Construction Site Access Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your request for access to the construction site located at [Construction Site Address] for inspection purposes has been approved.

Access is granted on the following date(s):

- [Date 1]
- [Date 2]
- [Date 3]

Please arrive on site between [Start Time] and [End Time]. All inspection personnel must check in at the site office upon arrival. Additionally, please ensure that you adhere to all safety protocols and regulations while on site.

If you have any questions or require further assistance, feel free to contact [Contact Person's Name] at [Contact Phone Number] or [Contact Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]