

Letter of Construction Site Access Approval

Date: [Insert Date]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Contact/Officer's Name],

Subject: Construction Site Access Approval

We are writing to request formal approval for access to the construction site located at [Site Address/Location] for the purpose of [Project Description]. The scope of work includes [Brief Description of Work].

In compliance with all local regulations and guidelines, we assure you that all necessary safety measures and protocols will be adhered to during the access period. The intended access dates are from [Start Date] to [End Date].

Please find attached the required documentation, including:

- Site Safety Plan
- Construction Schedule
- Proof of Insurance
- Environmental Impact Assessment (if applicable)

We appreciate your timely attention to this matter and look forward to your approval. Should you have any questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]