

Construction Site Access Authorization Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access to the construction site located at [insert site address] for the purpose of [insert reason for access, e.g., project inspections, equipment delivery, etc.]. This access is essential for ensuring compliance with the project schedule and regulatory requirements.

We anticipate needing access on the following dates:

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

We assure you that all safety protocols and guidelines will be adhered to during our time on site. The personnel authorized to enter the site include:

- [Insert Name, Title]
- [Insert Name, Title]
- [Insert Name, Title]

Should you require any further information or documentation to process this request, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address Line 1]

[Your Address Line 2]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]