

# Construction Site Access Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Company Name]

Subject: Notification of Access to Construction Site

Dear [Recipient's Name],

We are writing to inform you that access to the construction site located at [Site Address] will be granted for the following personnel:

- [Name 1] - [Role/Title]
- [Name 2] - [Role/Title]
- [Name 3] - [Role/Title]

Access is authorized from [Start Date] to [End Date]. Please ensure that all personnel adhere to the safety protocols and site regulations.

Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]