

Logistical Arrangements for Contract Witness

Date: [Insert Date]

To: [Witness Name]

Address: [Witness Address]

Dear [Witness Name],

We are writing to confirm the logistical arrangements for your role as a witness in the upcoming contract signing scheduled for [Insert Date] at [Insert Location].

Details of the Arrangements:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Contact Person:** [Insert Contact Name, Phone Number]
- **Parking Information:** [Insert Parking Details]

Please arrive at least [Insert Time] minutes early to allow for any necessary preparations. Should you have any questions or require further assistance, do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]