

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title/Company]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Confirmation of On-Site Requirements - [Project/Event Name]**

Dear [Recipient Name],

This letter serves to formally confirm the on-site requirements discussed for the upcoming [Project/Event] scheduled to take place at [Location Name] on [Date].

Based on our recent consultation, we have documented the following requirements to be provided on-site:

- **Workspace/Facility:** [e.g., Private office, conference room, designated booth area]
- **Equipment & Tools:** [e.g., Projectors, printers, specific machinery, or safety gear]
- **Technical Access:** [e.g., High-speed Wi-Fi, VPN access, power outlets, or server room entry]
- **Personnel/Support:** [e.g., Security escort, technical assistant, or local point of contact]
- **Logistics:** [e.g., Parking permits, loading dock access times, or identification badges]

Please review the list above. If any adjustments are needed or if there are additional protocols we should be aware of, please let us know by [Deadline Date].

We look forward to a successful collaboration. Thank you for your cooperation in preparing the site.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Job Title]