

[Current Date]

To: [Building Management/Security Department Name]

From: [Your Name/Company Name]

Subject: Building Security Access Request for [Vendor/Contractor Name]

Dear Building Management,

This letter is to formally request building access for the following personnel from [**Contracting Company Name**] who will be performing [**Type of Work, e.g., HVAC maintenance, electrical repairs**] at our suite/office.

Authorized Personnel:

- [Name of Personnel 1]
- [Name of Personnel 2]

Access Schedule:

- **Start Date:** [Date]
- **End Date:** [Date]
- **Arrival Time:** [Time]
- **Access Areas:** [e.g., Suite 400, Freight Elevator, Loading Dock]

The contractor has been instructed to check in at the security desk upon arrival and present a valid photo ID. They will adhere to all building safety and security protocols during their time on-site.

If you have any questions or require further documentation, please contact [**Point of Contact Name**] at [**Phone Number**].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Phone Number]