

Construction Project Budget Review

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Review of Construction Project Budget

Dear [Recipient Name],

I hope this message finds you well. I am writing to initiate a review of the budget for the [Project Name] construction project, which is currently underway. As we approach the [specific project milestone/phase], it is imperative that we evaluate our budget allocations and expenditures to ensure we remain on track.

Attached to this letter are the following documents for your review:

- Current Budget Overview
- Expenditure Reports
- Project Timeline Adjustments

We need to assess potential adjustments and ensure we are adhering to our financial guidelines. I propose that we schedule a meeting on [suggest a date and time] to discuss these matters in detail.

Thank you for your attention to this important aspect of our project. Please feel free to reach out if you have any preliminary questions or concerns.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]