

Construction Compliance Review

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you about the compliance review conducted for the construction project located at [Project Address]. This review was performed on [Review Date] and examined adherence to the local building codes, safety regulations, and project specifications.

Findings:

- Compliance with building codes: [Yes/No]
- Safety regulation adherence: [Yes/No]
- Project specifications met: [Yes/No]

Additional comments: [Insert comments or concerns here]

Please address the issues noted above by [Deadline for compliance], to ensure continued compliance and to avoid potential delays in the project timeline.

Thank you for your attention to this matter. Should you have any questions or need further clarification, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]