

Construction Project Audit Findings

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

Subject: Audit Findings for [Project Name]

We conducted an audit of the construction project [Project Name] from [Start Date] to [End Date]. The objective of this audit was to evaluate the compliance with project specifications, budget adherence, and timeline management.

Findings:

- **Finding 1:** [Description of finding]
- **Finding 2:** [Description of finding]
- **Finding 3:** [Description of finding]

Recommendations:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We appreciate your cooperation during the audit process. If you have any questions or require further clarification on any of the findings or recommendations, please feel free to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]