

Construction Project Audit Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Construction Project Audit Inquiry for [Project Name]

I hope this message finds you well. As part of our ongoing efforts to ensure compliance and accountability within our construction projects, we are conducting an audit of the [Project Name] currently underway at [Project Location].

We kindly request the following information to assist us in our audit:

- Project progress reports
- Financial statements related to project expenditures
- Contracts and agreements with subcontractors
- Records of any change orders or claims filed

Please provide the requested documents by [due date], to facilitate a timely and thorough audit. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]