

[Your Company Letterhead]

Date: [Insert Date]

To: [Project Manager's Name]

Company: [Project Manager's Company]

Address: [Project Manager's Address]

## **Subject: Notification of Audit for Construction Project**

Dear [Project Manager's Name],

We wish to inform you that an audit of the [Project Name] construction project will be conducted on [Audit Date]. This audit aims to assess compliance with project specifications, budgetary constraints, and timely completion of milestones.

Please ensure that all relevant documents, including contracts, invoices, and project plans, are readily available for review during the audit. Our audit team will arrive at [Start Time] and expects to conclude by [End Time].

Your cooperation in this process is greatly appreciated. Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Phone Number]

[Your Email Address]