

Audit Request for Documentation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

As part of our ongoing efforts to ensure compliance and best practices in our construction project, we are conducting an audit of the [Project Name] located at [Project Address]. We request your cooperation in providing the necessary documentation related to the project.

Specifically, we would like to request the following documents:

- Project Plans and Specifications
- Permits and Licenses
- Construction Contracts
- Change Orders
- Invoices and Payment Records
- Inspection Reports
- Project Timeline
- Any Other Relevant Documentation

We kindly ask that you provide these documents by [Due Date] to facilitate a smooth audit process. If 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, and we appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]