

Construction Audit Confirmation Request

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are currently in the process of conducting an audit of our construction projects, and we kindly request your confirmation regarding the following details:

- Project Name: [Project Name]
- Project Address: [Project Address]
- Contract Amount: [Contract Amount]
- Completion Date: [Completion Date]

Please confirm the accuracy of the information above and provide any additional documentation that you feel is necessary for our audit process. Your cooperation is greatly appreciated.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]