

# Engagement Letter for Construction Audit

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our invitation to conduct a construction audit for [Project Name] located at [Project Address]. This letter outlines the terms and scope of our engagement.

## Scope of Engagement

Our audit will cover the following:

- Review of project budget and expenditures
- Verification of contractor billings and change order validations
- Assessment of compliance with contractual obligations
- Evaluation of project schedule and delays

## Deliverables

At the conclusion of our audit, we will provide a detailed report outlining our findings and recommendations.

## Fees and Payment Terms

Our fees for this engagement will be based on the time spent at the hourly rates applicable to each team member. Invoices will be issued on a monthly basis.

## Acceptance

If you agree with the terms and scope of this engagement, please sign and return a copy of this letter.

We appreciate the opportunity to work with you and look forward to conducting this audit.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip Code]

## **Acceptance Signature**

---

[Client's Name] Date: \_\_\_\_\_