

# Construction Audit Follow-Up Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent audit conducted on [insert project name or reference] on [insert audit date]. We appreciate your cooperation during the audit process and your team's efforts in providing the necessary documentation.

As we finalize our findings, we would like to ensure that we have addressed all relevant issues comprehensively. Please provide us with the following additional information:

- [Request for specific document or information]
- [Request for specific document or information]
- [Request for specific document or information]

We kindly request that this information be sent to us by [insert deadline]. Should you have any questions or require further clarification, please do not hesitate to contact me directly at [insert your contact information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]