

# Construction Audit Inquiry

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an audit inquiry regarding the construction project titled "[Project Name]" that took place at "[Project Location]" during the period of [Start Date] to [End Date].

The purpose of this inquiry is to ensure compliance with all contractual obligations and regulations. Specifically, I would like to request access to the following documents:

- Project budgets and expenditures
- Subcontractor agreements
- Payroll records
- Progress reports
- Inspection reports

We believe this audit will help maintain the integrity of our operations and foster transparency throughout the project lifecycle. Please let me know a convenient time for us to discuss this request further.

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

Sincerely,

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