

Construction Audit Report Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a construction audit report for the project titled [Project Name], located at [Project Address].

The purpose of this audit is to evaluate the adherence to project specifications, budget compliance, and overall construction quality. We believe that a comprehensive audit will provide valuable insights and ensure that the project is progressing as planned.

Please include the following information in the report:

- Current project status
- Budget analysis
- Timeline assessment
- Compliance with safety and building regulations
- Any identified discrepancies or concerns

We kindly ask for the report to be delivered by [Insert Due Date]. Should you require any further information or clarification, please do not hesitate to reach out directly.

Thank you for your cooperation and assistance in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]