

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request documentation pertaining to the construction audit for [Project Name]. As part of our ongoing oversight and assessment, it is essential to review all relevant records to ensure compliance with project specifications and regulations.

Specifically, we would like to obtain the following documents:

- Contract agreements and amendments
- Invoices and payment records
- Change orders and related correspondence
- Inspection reports and compliance documentation
- Any additional documentation relevant to the audit

We would appreciate your cooperation in providing these documents by [specific date]. If you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]