

Construction Project Evaluation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are currently seeking a comprehensive evaluation of our ongoing construction project, [Project Name], located at [Project Address].

The purpose of this evaluation is to assess the project's progress, identify any potential challenges, and ensure we are on track to meet our deadlines and budget requirements.

We request your expertise to review the following aspects:

- Project timelines and milestones
- Budget adherence and financial planning
- Quality of materials and workmanship
- Compliance with safety regulations
- Stakeholder communication and management

Please let us know your availability for a preliminary discussion to outline the evaluation process and agree on timelines. Your feedback is invaluable to the success of this project.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Phone Number]

[Your Email Address]