

Financial Audit Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that a financial audit for the [Project Name] construction project will be conducted by our team from [Start Date] to [End Date]. As part of our commitment to ensuring transparency and accountability, we will be reviewing all financial records related to the project.

The audit will cover the following areas:

- Project Budget and Expenditures
- Invoicing and Payments
- Contract Compliance
- Financial Reporting

Please ensure that all relevant documentation is readily available for our auditors during this period. We appreciate your cooperation and support in facilitating a smooth audit process.

If you have any questions, feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]