

# Compliance Check Letter

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to formally request a compliance check regarding our ongoing construction contract [Contract Number/Name] dated [Insert Date]. In accordance with the terms outlined in the agreement, we require verification of the following items:

- Compliance with local building codes and regulations
- Submission of updated project schedules
- Verification of materials and labor used to date
- Compliance with safety standards and practices
- Environmental considerations and sustainability measures in place

Please submit the requested documentation by [Insert Deadline] to ensure the project remains on schedule. Failure to comply may affect contract terms and potential future engagements.

Thank you for your attention to this matter. Should you have any questions, feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]