

[Your Company Name]
[Your Address]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]

RE: Proposal for Comprehensive Property Audit - [Property Name/Address]

Dear [Recipient Name],

I am writing to formally offer our professional services for a Comprehensive Property Audit of the aforementioned premises. Our goal is to provide you with a detailed analysis of your asset's current condition, operational efficiency, and financial performance.

Our audit process includes a thorough review of the following areas:

- **Physical Inspection:** Assessment of structural integrity, roofing, HVAC systems, and general maintenance requirements.
- **Regulatory Compliance:** Verification of building codes, fire safety standards, and environmental regulations.
- **Operational Review:** Evaluation of utility consumption, service contracts, and vendor performance.
- **Financial Analysis:** Review of operating expenses, tax assessments, and potential cost-saving opportunities.

Upon completion, you will receive a formal Audit Report outlining our findings, along with a prioritized list of recommendations to enhance the value and longevity of your property.

We have scheduled a preliminary site visit for [Date/Time], pending your approval. Our fee for this comprehensive service is [Amount], payable upon delivery of the final report.

Please sign below or contact us at [Phone Number] to confirm your acceptance of this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Acceptance:

Name: _____

Date: _____