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Dear Mrs. Estrada

Change Dear to a greeting line

We are pleased to present you with the Kitchen Division audit report for the City Construction Services with performance analysis concentration.

We owe thanks to the City Construction Services, and especially those in the Construction Division and the Kitchen Division, for their cooperation. The time they spent providing information and interviews is appreciated.

You may access the completed audit report at the following URL: <https://linkhere>

Paste the link to  
the audit report

It is our sincere wish that the audit report will provide valuable guidance to the city divisions and the city council. It was our pleasure to conduct this audit and to future engagements with the City of Construction Services.

On behalf of the public auditing team at Sanchez, Chen & Carter.

Add two blank paragraphs.  
Type **Jolene Carter, CPA**

Jolene Carter, CPA  
Lead Auditor

Insert a line break and  
type **Lead Auditor**