

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Financial Statement Certification for Grant Application**

Dear [Recipient Name],

I, [Your Name], in my capacity as [Your Position], hereby certify that the financial statements of [Your Organization] for the year ending [Fiscal Year End Date] accurately represent the financial position of the organization and are in compliance with generally accepted accounting principles.

We are applying for [Name of Grant] and affirm that the funds will be utilized as per the outlined proposal. Enclosed are our financial statements for your review, which include our balance sheet, income statement, and cash flow statement.

If you require any further information or documentation to assist in the review of our application, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]