

# Loss Statement Submission

Date: [Insert Date]

To,  
[Recipient Name]  
[Recipient Title/Department]  
[Organization Name]  
[Organization Address]

Subject: Submission of Loss Statement for Government Grant Application

Dear [Recipient Name],

I am writing to formally submit the loss statement required for my application for the government grant related to [specific purpose or project name]. In accordance with the grant guidelines, I have outlined the financial impacts resulting from [briefly explain the circumstances leading to the loss].

Please find attached the detailed loss statement and supporting documents including financial records, invoices, and any relevant evidence that substantiate the reported losses.

I appreciate your consideration of my application and look forward to your positive response. If you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Contact Information]