

Financial Statement Request for Grant Application

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a copy of your financial statement as part of our grant application process.

As we prepare our application to [Name of Grant Provider/Program], we must include a comprehensive overview of our financial standing. Your financial statement will be instrumental in demonstrating our organization's fiscal responsibility and transparency.

We would appreciate it if you could provide the financial statement for the past [insert time frame, e.g., fiscal year, last three years] by [insert due date]. This will ensure that we have adequate time to integrate this information into our application.

Thank you for your assistance and support. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]