

# Contractor Financial Statement Submission

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Submission of Financial Statement for Contract Renewal

We are writing to submit our financial statement in accordance with the requirements for the renewal of our contract [Contract Number/Name]. As per the terms outlined in our agreement, we understand the necessity of providing an updated financial overview to facilitate the renewal process.

Please find enclosed the following documents:

- Audited Financial Statements for the year ended [Insert Year]
- Cash Flow Statement
- Income Statement
- Balance Sheet

We assure you that our financial position remains robust, and we are committed to fulfilling our contractual obligations. Should you require any further information or clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response regarding the contract renewal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]