

# Contractor Financial Statement Submission

Date: [Insert Date]

To:

[Grant Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to submit our financial statements as required for the grant application process for [Project Name/Grant Title]. The attached financial documents include:

- Balance Sheet
- Income Statement
- Cash Flow Statement
- Notes to the Financial Statements

These documents reflect our current financial position and demonstrate our ability to successfully manage grant funding. We are committed to transparency and compliance with all relevant regulations.

If you require any additional information or documentation, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our application. We look forward to the opportunity to work together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]