

# Application for Financial Statement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a financial statement for [Name of the Construction Project] that is currently being undertaken by [Your Company Name]. The financial statement will assist us in evaluating our current budgetary allocations and ensuring that the project stays within its financial constraints.

We would appreciate your prompt attention to this request, as it is essential for our ongoing project management efforts. Should you require any further information or documentation to process this request, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]