

Confirmation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation regarding the current financial status of the construction project titled "[Project Name]." As we are approaching critical milestones, it is essential to ensure that all financial records are accurate and up-to-date.

Please provide a detailed report on the following:

- Total budget allocated
- Amount spent to date
- Outstanding payments
- Forecasted financial projections

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]