

Request for Financial Summary

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed financial summary of the [Project Name] construction project. As we approach the project completion, it is essential for our records and future planning to have a comprehensive understanding of the financial aspects involved.

Specifically, I would appreciate if you could provide the following information:

- Total budget allocated
- Current expenditures
- Any outstanding invoices
- Project financial forecasts

Please send the requested information by [insert deadline] to ensure we are aligned on the project's financial status.

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

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]