

# Letter of Request for Financial Statement

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the financial statement for the [Project Name] construction project.

This information is crucial for our ongoing evaluation and planning efforts. We would appreciate it if you could provide the financial statement by [specific deadline].

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]