

50+ Statement Samples, Format & Examples 2022

The presence of statement documents strengthens the credibility of certain things and matters. That's why every institution, organization, and legal concern strongly require official statements. They can be tedious to create, but not with the help of our [statement templates](#).

To create a statement of your very own, follow the following steps:

- Browse through our statement samples to create your own statement.
- Customize Online or Download in your preferred File format and Print As Required

Having trouble writing official statements? If you are, we'll end your trouble. Here we have numerous statement samples and examples. Use them as your reference or template. Go over them now and don't hesitate to download them.

1. Profit and Loss Statement Sample

Our [Profit and Loss Statement](#) Sample is the perfect tool to communicate your company's monthly income. It has a spacious table and uses a simple design.

JEFF Constructions
main@jeffconstructions.com , 222 555 7777

Profit & Loss Statement

Statement Number: 00214
Prepared for: Paula Brown
Email: paula@gmail.com
Date: December 15, 2022

DESCRIPTION	YEAR 1	YEAR 2
Sales	\$40,000.00	\$45,000.00
Cost of Sales	\$8,000.00	\$11,000.00
Gross Profit	\$32,000.00	\$34,000.00
Total Expenses	\$20,000.00	\$20,000.00
Net Profit (Loss)	\$12,000.00	\$14,000.00

2. Profit and Loss Statement For Small Business Sample

This one is virtually the same as the previous sample but mainly targeted at small business owners. So if you're a small business owner, grab this one.

DropBy Quick Shop

contact@dropby.com, 222 555 7777

Profit & Loss Statement for Small Business

Statement Number: 00105

Prepared for: Ryan Lawson

Email: ryan@email.com

Date: June 02, 2000

DESCRIPTION	YEAR 1	YEAR 2
Sales	\$585,000.00	\$620,000.00
Cost of Sales	\$105,000.00	\$185,000.00
Gross Profit	\$480,000.00	\$435,000.00
Total Expenses	\$84,000.00	\$92,000.00
Net Profit (Loss)	\$376,000.00	\$343,000.00

3. Income Statement Sample

Your company's monthly income is essential info. It determines if your business is doing well or not. Make sure to be transparent about it with our [Income Statement](#) Sample.

West Monteith Corp.

contact@westmonteithcorp.com , 222.555.7777

Income Statement for Jan 01 - Jan 31, 2030

Statement Number: 01234

Prepared for: Rachel Barry

Email: rbarry@westmonteithcorp.com

Date: February 10, 2030

SALES	
Sales	\$100,000.00
Cost of Sales	\$50,000.00
Gross Profit	\$50,000.00
EXPENSES	
Computer Maintenance	\$250.00
Electricity Bill	\$500.00
Total Expenses	\$750.00
OTHERS	
Interest	\$1,000.00
Taxes	\$300.00
NET INCOME (LOSS)	\$47,950.00

4. Restaurant Income Statement Quarterly Sample

A restaurant can easily falter if you won't keep an eye on income rates. If you're a restaurant owner, ensure that doesn't happen. Keep your business running and maintain its financial health with our statement sample below.

Home Bites Restaurant

contact@homebitesrestaurant.com , 222 555 7777

Restaurant Income Statement

Statement Number: 01234

Prepared for: Daniel Hutchins

Email: daniel@email.com

Date: March 30, 2000

SALES	
Sales	\$4,484,000.00
Cost of Sales	\$1,100,000.00
Gross Profit	\$3,384,000.00
EXPENSES	
Advertising Expense	\$45,000.00
Utilities Expense	\$89,000.00
Total Expenses	\$134,000.00
OTHERS	
Interest	\$05,000.00
Taxes	\$15,000.00
NET INCOME (LOSS)	\$3,200,000.00

5. Mission Statement Sample

A mission statement helps establish your business's brand and identity. So if it doesn't have one yet, make one now with help from our [Mission Statement](#) Sample.

Erico Autoprices

admin@ericoprice.com, 222 555 7777

COMPANY MISSION STATEMENT

At Erico Autoprices, we consider our clients as partners and companions in making a difference in society by providing sustainable transport at the lowest possible prices. We aim to attract and retain customers with top quality products and services, representing the finest in American design and craftsmanship on the road.

6. Nonprofit Mission Statement Sample

Nonprofits also have mission statements like profit organizations. So here's a sample nonprofit mission statement you can use if you have a nonprofit group.

Grails Foundation

grails-foundation@gmail.com, 222 656 7777

NONPROFIT MISSION STATEMENT

Grails Foundation is a nonprofit organization putting together people with the same goal to help those in need, including the homeless, victims of disasters, and victims of abuses. We aim to make the world a better place by providing our target population with shelter, food, clean water, and access to basic education, as well as teaching them valuable skills that will help them face the world with a better mindset.

7. Cash Flow Statement Sample

The IRS and other auditing firms are very keen on cash flows. Our [Cash Flow Statement](#) template below can help you document your cash flows with ease. So when the time comes you get audited, it'll be smooth sailing.

Mark and Keith Co.
bryant@markandkeith.com, 222 555 7777

Cash Flow Statement

Statement Number: 07655

Prepared for: David Morgan

Email: david@gmail.com

Date: April 10, 2030

Description	Amount
Cash Received from Customers	\$250,000.00
Cash balance, Beginning	\$120,000.00
Total Cash Inflow	\$370,000.00
Income Taxes	\$15,000.00
Purchase of Equipment	\$60,000.00
Total Cash Outflow	\$75,000.00
Net Cash Flow	\$295,000.00

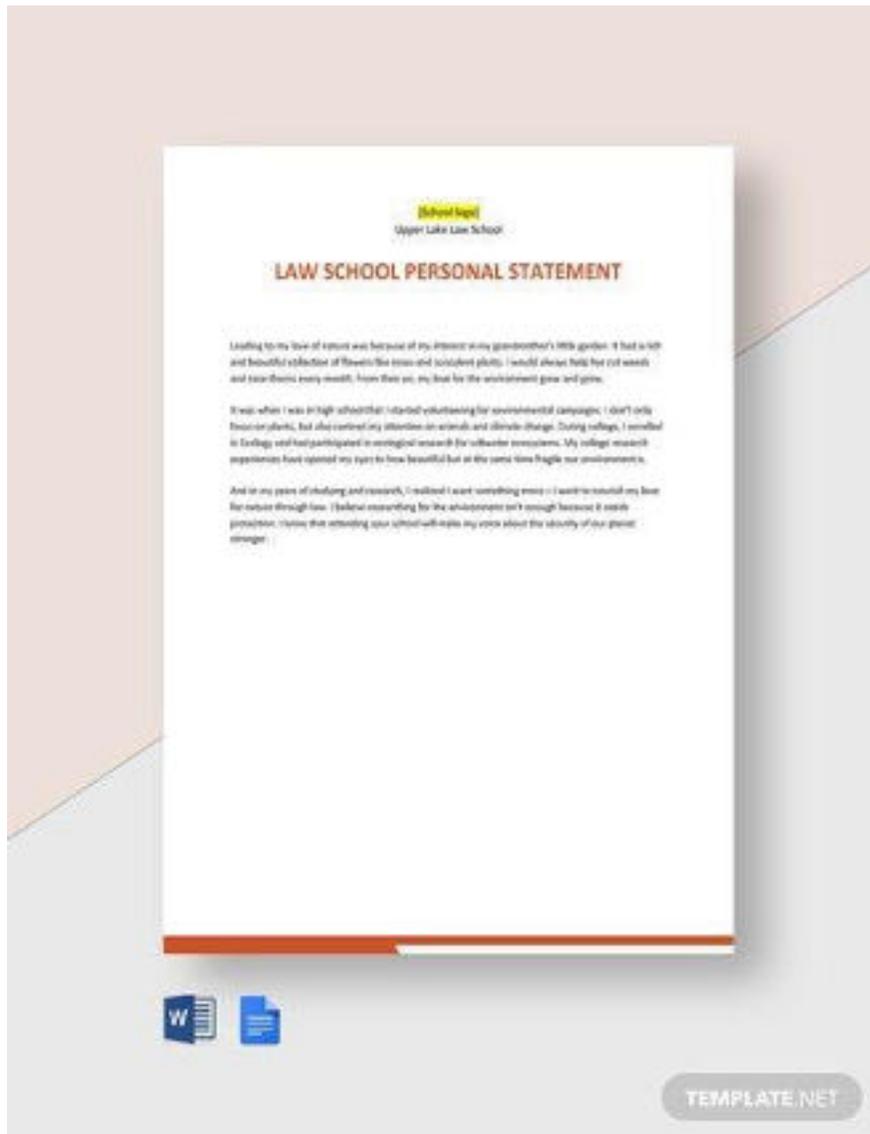
8. Real Estate Cash Flow Statement Sample

Here's another cash flow statement sample. But we made this for real estate companies and realtors. However, it's still a good reference to formulate any cash flow statement.



9. Law School Personal Statement Sample

If you plan to enter law school, you need to submit a convincing personal statement. It should highlight the attributes that make you worthy to take a law course. To achieve that, take inspiration from our Law School [Personal Statement](#).



10. Freelance Writer Personal Statement Sample

If you're a freelance writer, take this personal statement sample. It can help enhance your freelancing brand and earn the trust of new clients.



11. Personal Financial Statement Sample

Aside from your business, you must also keep tabs on your personal finances. For that, use our Personal [Financial Statement](#) Sample.

Successful Portfolios

successfulportfolios@gmail.com, 222.555.7777

Personal Financial Statement

Statement Number: 01234

Prepared for: Roger Morgan

Email: rogemorgan@gmail.com

Date: May 10, 2030

DESCRIPTION	YEAR 1	YEAR 2
Sales	\$1,500,000.00	\$2,000,000.00
Cost of Sales	\$250,000.00	\$350,000.00
Gross Profit	\$1,250,000.00	\$1,650,000.00
Total Expenses	\$90,000.00	\$110,000.00
Net Profit (Loss)	\$1,160,000.00	\$1,540,000.00

12. Financial Statement For Advertising Agency Sample

If you own an advertising agency, you'll certainly find our statement sample below useful. Just like any business, advertising agencies need financial statements to maintain their financial health.



13. Billing Statement Sample

Billing your customers is a crucial part of your business process. So make sure the bills you send are neat and presentable, just like our [Billing Statement](#) Sample.

Soprano Industrial Gas Inc.
sales@sopranoindustrialgasinc.com, 222 555 7777

Billing Statement
Statement Number: 21353
Prepared for: St. James Hospital
Email: purchasing@stjameshospital.com
Date: October 21, 2025
Job Description: Supply of medical oxygen
Start Date: October 10, 2025
End Date: October 13, 2025

Description	Quantity	Price	Total
Furnished of Oxygen	500	USD 22	USD 11,000
Standard Medical Oxygen	100	USD 100	USD 10,000
Total			USD 11,000

Terms & Conditions
1. The amount stated in this statement must be paid on or before October 30, 2025.
2. There will be a 2% late payment penalty for overdue billing statements.

Click Below to Accept this Statement

14. Construction Billing Statement Sample

Here's another quality billing statement but intended for construction firms. It has a simple and clear-cut design.

TYC Builders
tycbuilders@gmail.com, 222 555 7777

Construction Billing Statement

Statement Number: 45234

Prepared for: Gregory Mont

Email: gregorymont@gmail.com

Date: May 17, 2020

Job Description: Construction of a 150-sq.ft. office

Start Date: May 30, 2020

End Date: July 30, 2020

Description	Quantity	Price	Total
Sited Labor	5	USD 54,000 months	USD 108,000
Direct Materials	1	USD 168,000 project	USD 168,000
Total			USD 276,000

Terms & Conditions

1. The monthly payment shall be issued in respective receipt.
2. The client may choose to pay through debit or credit card, check, or bank transfer.

Click Below to Accept this Statement

100% Free Trial

15. New Business Mission Statement Sample

This one's a [business statement](#) that helps you create a mission statement for your startup business. Whether your business is a cafe, a convenience store, or a flower shop, you can have this.

Books & Fun Cafe

inquiries@booksandfuncafe.com, 779-558-7777

NEW BUSINESS MISSION STATEMENT

Books & Fun Cafe will be your most favorite place to chill with your family and friends with our freshly brewed coffee and desserts, plus superb customer service to keep you coming back. We strive to be the place where leisure and work collide so that customers can enjoy both worlds without having to regret every moment.

16. Small Business Administration Mission Statement Sample

Creating mission statements can indeed be a headscratcher. That's why we've included yet another mission statement sample here.

Glyde Consulting

customer-service@glydeconsulting.com, 702.545.7777

SMALL BUSINESS ADMINISTRATION MISSION STATEMENT

Glyde Consulting is an expert in business consulting, committed to helping clients in starting, building, and growing their businesses. Our mission is to help small businesses and entrepreneurs create profitable business decisions through the help of our professional and experienced business consultants. We ensure to assist you from the planning to execution of your business objectives until you become independent in the administration of your business.

17. Blank Work From Home Statement Sample

This [blank statement](#) sample can help you create work from home statements. You can use it to break down the expenses and salaries of remote workers.

TRTP Editors
askus@trtpeditors.com, 222 665 7777

Work From Home Statement

Statement Number: 00101
Prepared for: Katy James
Email: katy@gmail.com
Date: June 30, 2020
Job Description: Editing of six 2,500-word articles in 5 days
Start Date: October 20, 2020
End Date: October 30, 2020

Description	Quantity	Price	Total
Editing Fee	30	USD 10 / 500 words	USD 300
Sub			300
Total			USD 309

Terms & Conditions

- The completed work will be delivered on October 30, 2020, upon the client's payment.
- The client must attach this statement along with the payment.

Click Below to Accept This Statement

[TRTP EDITORS](#)

18. Blank University Statement Sample

Applying for college is no easy step. But with a convincing university statement, the path towards college life edges closer. So if you want to go to college, create your statement using this sample.



19. Construction Project Scope Statement Sample

If you work for a construction firm, you might like this template. It's a [construction statement](#) sample that helps you outline project scopes. With it, you can easily break down the specifics of your construction projects.

Octane Construction Pvt. Ltd

octane@gmail.com, 222 555 7777

Scope of Work

The project will be able to accomplish a fully constructed villa, with the right measurements. The task will be divided into sub-tasks and processes so that there is equal distribution of work.

Team

The project will be headed by Edward Newman, Project Manager, and Lolita James, Senior Engineer. They will see to it that the construction project according to standards.

Action Plan

ACTION	ASSIGNED TO	END DATE
Site viewing and planning	Edward Newman	November 20, 2020
Start of construction	Edward Newman	January 30, 2020

Deliverables

DELIVERABLE	DELIVERED BY	DUPLICATE
Construction Materials	Edward Newman	January 10, 2020
Drawings & Specifications	Lolita James	December 05, 2020

Payment Schedule

DELIVERABLE	AMOUNT DUE	DUPLICATE
Construction Materials	\$0,000,000.00	December 30, 2020
Drawings & Specifications	\$1,000,000.00	December 05, 2020

20. Construction Statement at Completion Sample

Once a construction project is complete, it's not officially complete if there's no statement of completion. Here we have a sample completion statement for construction projects.



21. Statement on a Two-Pillar Solution to Address the Tax Challenges Example

This statement example can be your reference to resolve tax issues. It's made by a credible organization and you can own it by clicking 'Download.'



22. Statement on LIBOR Transition Example

This one's a standard statement document from the Federal Reserve System. It's a great example of a detailed and well-written statement.

Board of Governors of the Federal Reserve System
Federal Deposit Insurance Corporation
Office of the Comptroller of the Currency

Statement on LIBOR Transition

November 30, 2020

The Board of Governors of the Federal Reserve System, the Office of the Comptroller of the Currency, and the Federal Deposit Insurance Corporation (collectively, the agencies) are issuing this statement to encourage banks to transition away from U.S. dollar (USD) LIBOR as soon as practicable.¹

Background and Discussion

The FFIEC's "Joint Statement on Managing the LIBOR Transition"² noted that the LIBOR transition is a significant event that banks should closely manage. The FFIEC statement further explained that new financial contracts should either utilize a reference rate other than LIBOR or have robust fallback language that includes a clearly defined alternative reference rate after LIBOR's discontinuation. Separately, the agencies recently issued a statement that says a bank may use any reference rate for its loans that the bank determines to be appropriate for its funding model and customer needs.³

The administrator of LIBOR has announced it will consult on its intention to cease the publication of the one week and two month USD LIBOR settings immediately following the LIBOR publication on December 31, 2021, and the remaining USD LIBOR settings immediately following the LIBOR publication on June 30, 2023.⁴ Extending the publication of certain USD LIBOR rates until June 30, 2023 would allow most legacy USD LIBOR contracts to mature before LIBOR experiences disruptions. Failure to prepare for disruptions to USD LIBOR, including operating with insufficiently robust fallback language, could undermine financial stability and banks' safety and soundness.⁵

¹ For purposes of this publication, the term "bank" includes depository institutions under the Federal Deposit Insurance Act (12 U.S.C. 1813c-1(1)), U.S. branches and agencies of foreign banks, Edge and agreement corporations, bank holding companies, and savings and loan holding companies.

² <https://www.ffiec.gov/press/P20-1134> "Joint Statement on Managing the LIBOR Transition" (11/30/2020).

³ See Federal Reserve Supervision and Regulation Letter 20-25 (November 8, 2020); OCC Bulletin 2020-98 (November 8, 2020); and FDIC Financial Institution Letter 184-2020 (November 8, 2020).

⁴ Previously, the Contributor Banks to the USD LIBOR panel had agreed to serve as Contributor Banks only until December 31, 2021.

⁵ For example, a disorderly transition away from LIBOR could pose consumer protection, litigation, and reputational risks. Various provisions of federal law require banks to operate in a safe and sound manner. See, e.g., 12 U.S.C. 31c-33a, 1825a(g), 1818(f), 1840(b), and 2101 *et seq.*

23. Statement For Banks Example

This Statement For Banks Example is also a great example of detailed statement documents, especially one that involves laws and strict regulations.

Board of Governors of the Federal Reserve System
Federal Deposit Insurance Corporation
Financial Crimes Enforcement Network
National Credit Union Administration
Office of the Comptroller of the Currency
State Bank and Credit Union Regulators

Interagency Statement on the Issuance of the Anti-Money Laundering/ Countering the Financing of Terrorism National Priorities

June 30, 2021

The Anti-Money Laundering Act of 2020 (the "AML Act") requires the Secretary of the Treasury, in consultation with the Attorney General, Federal functional regulators,¹ relevant State financial regulators, and relevant national security agencies, to establish and make public priorities for anti-money laundering and countering the financing of terrorism policy (AML/CFT Priorities).² Accordingly, the U.S. Department of the Treasury's Financial Crimes Enforcement Network (FinCEN) published [today's](#) first national AML/CFT Priorities today in consultation with the parties as set out in the AML Act. As a result of this publication, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, the National Credit Union Administration, and the Office of the Comptroller of the Currency (collectively, the "federal banking agencies" or "FBAs"), State bank and credit union regulators,³ and FinCEN are issuing this statement to provide clarity for banks⁴ on these AML/CFT Priorities.

Today's publication of the AML/CFT Priorities does not create an immediate change to Bank Secrecy Act (BSA) requirements or supervisory expectations for banks. The AML Act requires that, within 180 days of the establishment of the AML/CFT Priorities, FinCEN (in consultation with Federal functional regulators and relevant State financial regulators) shall, as appropriate, promulgate regulations regarding the AML/CFT Priorities.⁵ Although not required by the AML Act, the FBAs plan to revise their BSA regulations, as necessary, to address how the AML/CFT Priorities will be incorporated into banks' BSA requirements.

1. The AML Act was enacted as Division F, §§ 6011-6012, of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021, H.R. 6595, 116th Cong. (2021) (enacted/signed bill available at <https://www.govinfo.gov/subject/50115-716res/2020-pd-00-00-116p00-0000a.pdf>).

2. 31 U.S.C. § 5318(b)(3)(A) (as amended by AML Act § 6111(b)(2)(C)) uses the term Federal functional regulator "as defined in section 509 of the Gramm-Leach-Bliley Act (15 U.S.C. 6809)."

3. 31 U.S.C. § 5318(b)(3)(A) (as amended by AML Act § 6111(b)(2)(C)).

4. As represented by the Federal Financial Institutions Examination Council State Liaison Committee.

5. The term "bank" used here is as defined in Bank Secrecy Act regulations at 31 C.F.R. § 101.100(4) and includes each agent, agency, branch, or office within the United States of banks, credit unions, savings associations, and foreign banks.

6. 31 U.S.C. § 5318(b)(3)(D) (as amended by AML Act § 6105(b)(2)(C)).

24. Statement on Benchmark Transition Example

This one's a professionally-made benchmark transition statement made by IOSCO. You can also own it simply by pressing 'Download.'



THE BOARD OF THE INTERNATIONAL ORGANIZATION OF SECURITIES COMMISSIONS

Statement on Benchmarks Transition 2 June 2021

The Board of the International Organization of Securities Commissions (IOSCO) reiterates the importance of ensuring a smooth and timely transition away from LIBOR.

Sound functioning of systemically important benchmarks is vital to the global economy and financial markets. The timelines for the end of all LIBOR panels are now clear. Continued reliance of global financial markets on LIBOR benchmarks, particularly the most widely used USD LIBOR settings, poses risks to financial stability, market integrity and investor protection, which are IOSCO's three core objectives. It also creates various consumer protection, litigation and reputational risks.

Therefore, the transition away from LIBOR remains a significant regulatory priority. This transition will require market participants to take steps to stop issuance of new products linked to LIBOR and efforts to transition away from LIBOR in legacy contracts that span multiple markets and jurisdictions. For this purpose, the use of LIBOR rates in new contracts should be ceased as soon as practicable and no later than the timelines set out by home authorities and/or national working groups in the relevant currencies.

IOSCO supports the guidance issued by US Banking Supervisors in November 2020 and March 2021.¹ These noted that, while the mid-2023 end dates would allow most USD LIBOR-linked legacy contracts to roll off, "...entering into new contracts that use USD LIBOR as a reference rate after December 31, 2021 would create safety and soundness risks..." and encouraged firms to "cease entering into new contracts that use USD LIBOR as a reference rate" as soon

¹ See <https://www.federalreserve.gov/newswatch/pressreleases/files/brny20201106a.pdf> (November 2020) and <https://www.federalreserve.gov/newswatch/pressreleases/SR2103.htm> (March 2021).

² The Guidance recognizes that there may be limited circumstances when it would be appropriate for a bank to enter into new USD LIBOR contracts after 31 December 31, 2021, e.g., for the purposes of transactions that reduce or hedge the bank's or any client of the bank's USD LIBOR exposure on contracts entered into before January 1, 2022.

25. Joint Statement in Support of COVID-19 Vaccine Example

As COVID-19 remains a threat, vaccines are needed more than ever. If your company aims to support vaccines, release an official statement proving it. Refer to this example.

Joint Statement in Support of COVID-19 Vaccine Mandates for All Workers in Health and Long-Term Care

Due to the recent COVID-19 surge and the availability of safe and effective vaccines, our health care organizations and societies advocate that all health care and long-term care employers require their workers to receive the COVID-19 vaccine. This is the logical fulfillment of the ethical commitment of all health care workers to put patients, as well as residents of long-term care facilities first and take all steps necessary to ensure their health and well-being.

Because of highly contagious variants, including the Delta variant, and significant numbers of unvaccinated people, COVID-19 cases, hospitalizations and deaths are once again rising throughout the United States.¹ Vaccination is the primary way to put the pandemic behind us and avoid the return of stringent public health measures.

Unfortunately, many health care and long-term care personnel remain unvaccinated. As we move towards full FDA approval of the currently available vaccines, all health care workers should get vaccinated for their own health, and to protect their colleagues, families, residents of long-term care facilities and patients. This is especially necessary to protect those who are vulnerable, including unvaccinated children and the immunocompromised. Indeed, this is why many health care and long-term care organizations already require vaccinations for influenza, hepatitis B, and pertussis.

We call for all health care and long-term care employers to require their employees to be vaccinated against COVID-19.

We stand with the growing number of experts and institutions that support the requirement for universal vaccination of health workers.²⁻⁴ While we recognize some workers cannot be vaccinated because of identified medical reasons and should be exempted from a mandate, they constitute a small minority of all workers. Employers should consider any applicable state laws on a case-by-case basis.

Existing COVID-19 vaccine mandates have proven effective.^{5,6} Simultaneously, we recognize the historical mistreatment of health care institutions, including among many in our own health care workforce. We must continue to address workers' concerns, engage with marginalized populations, and work with trusted messengers to improve vaccine acceptance.

As the health care community leads the way in requiring vaccines for our employees, we hope all other employers across the country will follow our lead and implement effective policies to encourage vaccination. The health and safety of U.S. workers, families, communities, and the nation depends on it.

26. Expense Statement Sample

Expenses made by your employees must be recorded. You can document them using our [Expense Statement](#) Sample.

MOPC Co.
ask@mopc.co, 222 555 7777

Expense Statement

Statement Number: 00005
Prepared for: **Veronica Bangs**
Email: **veronica@email.com**
Date: May 27, 2020

Description	Quantity	Price	Total
Digital Advertising	1	USD 2,000 / month	USD 2,000
Traditional Advertising	1	USD 1,500 / month	USD 1,500
Tax			2 %
Total			USD 3,605

Terms & Conditions

1. The total amount payable is due within a week prior to the start date.
2. The client must attach this statement along with the payment.

Click below to accept this statement.

123456789

27. Restaurant Expense Statement Sample

Restaurant expenses are never cheap. That's why as a restaurant manager, you need to monitor them. Document every expense incurred by your business with this sample.

Dine Now

ask@dinenow.in, 222 555 7777

Restaurant Expense Statement

Statement Number: 00013

Prepared for: Denise Snyder

Email: denise@gmail.com

Date: July 17, 2020

Description	Quantity	Price	Total
Selling Expenses	1	USD 6,000 / month	USD 6,000
Administrative Expenses	1	USD 14,000 / month	USD 14,000
Tax			2 %
Total			USD 20,600

Terms & Conditions

1. Selling expenses shall be exclusive for those expenses directly related to selling.
2. Administrative expenses shall be those that are associated with general services and indirectly related to selling.

Click below to accept this statement.

THANK YOU!

28. Certification Enclosing Financial Statement Sample

This is a [finance statement](#) sample that certifies the enclosure of a financial statement. It's blank spaces where you simply input necessary info. The rest of the content is given.

[DATE]

[CONTACT NAME]
[CONTACT ADDRESS]
[CITY/STATE/ZIP]

Dear [CONTACT NAME],

Good Day!

Attached is the financial statement of [COMPANY NAME].

As such, we, the undersigned auditors and accountants of [COMPANY NAME] do hereby certify the following:

As of [DATE] the current financial status of [COMPANY NAME] is being presented accurately by the attached balance sheet.

Upon careful review and to the best of our knowledge, it shows that [COMPANY NAME] is not held for any liabilities, claims, debts, obligations and any property as of [DATE].

This certification is executed in [CITY/STATE/PROVINCE/COUNTRY] on the [DATE] day of [MONTH], [SPECIFY YEAR].

PT: [NAME OF ACCOUNTANTS AND AUDITORS]
[NAME OF ACCOUNTANTS AND AUDITORS]
[NAME OF ACCOUNTANTS AND AUDITORS]

[YOUR NAME]
[JOB POSITION]
[YOUR PHONE NUMBER]
[YOUR EMAIL ADDRESS]

W P

TEMPLATE.NET

29. Request Delay in Providing Financial Statement Sample

If you think you'll be behind in delivering a financial statement, you might need this statement letter. Use it to ask for consideration for the delay.

[DATE]

[CONTACT NAME]
[ADDRESS]
[ADDRESS]
[CITY, STATE/PROVINCE]
[ZIP/POSTAL CODE]

Dear [CONTACT NAME],

Good Day!

This is in relation to the [MONTH/QUARTER] financial statements, which we should be submitting to our credit facility, [BANK NAME], [BRANCH] due within our following fiscal year end, [DATE OF YEAR END].

Unfortunately, we would not be able to submit such financial statements on the date provided due to [EXPLAIN THE REASON OF THE DELAY]. We do expect to resolve this matter within [NUMBER OF DAYS/WEEKS].

As such, we would like to request for an additional [SPECIFY DELAY PERIOD] extension for us to submit our financial statement. We assure you that the extension shall suffice as we prepare the necessary papers.

Thank you very much for your understanding. Should there be any questions or inquiries, please do not hesitate to contact me.

Sincerely,

[NAME]
[TITLE]
[CONTACT NUMBER]
[EMAIL ADDRESS]

W P

TEMPLATE.NET

30. Freelance Job Statement Sample

If you're about to hire a freelancer, you'll have to use this [freelancer statement](#). Use it to break down the freelance job's service fee and its terms and conditions.

Mueller-Beatty Inc.
hr@muellerbeattyinc.com, 222 555 7777

Statement Number: 01254
Prepared for: Santyah Colon
Email: santyah@gmail.com
Date: May 17, 2030
Job Description: Social Media Management
Start Date: July 20, 2030
, End Date: July 21, 2030

Description	Quantity	Price		Total
Facebook Content Management	1	USD 12	project	USD 12
Instagram Ad Management	1	USD 10	project	USD 10
Total				USD 22

Terms & Conditions

1. The freelancer should provide a management plan upon signing of contract.
2. The payment shall be made through bank deposit under the name of the freelancer.

Click Below to Accept this Statement

31. Freelance Statement of Work Sample

Here we have our Freelance Statement of Work Sample. If you're a freelancer, feel free to use it as your template. It helps in outlining details about your projects.



32. IT Statement of Work Sample

IT projects have quite complicated scopes. For that reason, they require detailed statement-of-work documents. Our [IT and software statement](#) sample below can help with that.

Ridgeway IT Solutions

admin@ridgewayitsolutions.com, 222 555 7777

Scope of Work

The company was hired to provide the client with cybersecurity services. The company will evaluate the client's IT infrastructure and strengthen its security.

Team

Katie Williams and Jefferson West are the main personnel for this project.

Action Plan

ACTION	ASSIGNED TO	END DATE
Assess IT infrastructure	Jefferson West	June 10, 2025
Create cybersecurity work plan	Katie Williams	June 20, 2025

Deliverables

DELIVERABLE	DELIVERED BY	DUE DATE
Perform cybersecurity audit	Jefferson West	June 10, 2025
Install antivirus software	Jefferson West	June 15, 2025

33. Basic Real Estate Statement Sample

This [real estate statement](#) template has a basic design, as those of its like should. If you're a realtor, use this to make your client transactions easier and well documented.

Williamson Real Estate and Brokers

admin@williamsonreab.com, 222 555 7777

Real Estate Statement

Statement Number: 89210
Prepared for: Ricardo Wayne
Email: ricardo@gmail.com
Date: July 12, 2022
Job Description: Open House Expenses
Start Date: July 20, 2022
End Date: July 21, 2022

Description	Quantity	Price	Unit	Total
Food & Drinks	30	USD 10	per unit	USD 300
AGENT'S SERVICE	10	USD 15	hour	USD 150
Tax				2.5
Total				USD 556.20

Terms & Conditions

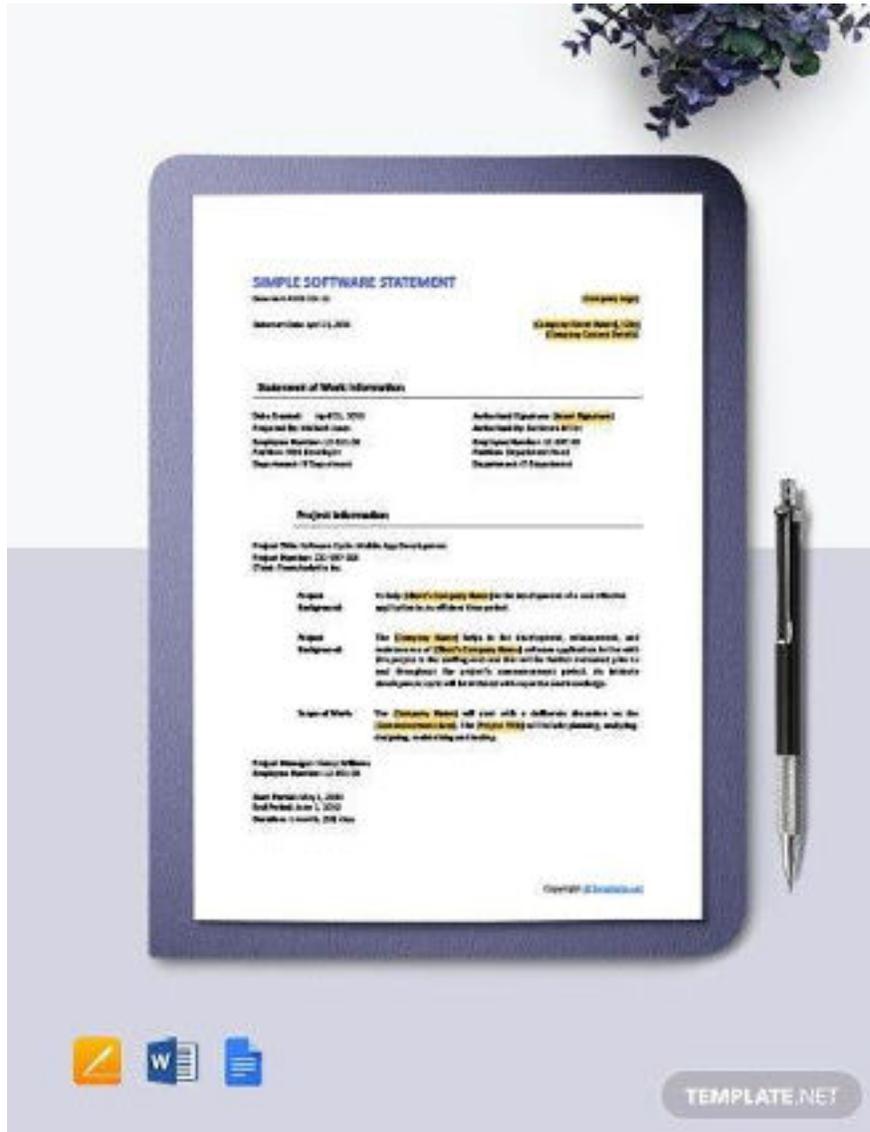
1. The client must settle the amount at least 48 hours prior to the start date above.
2. Any time extensions to the agent's service will incur an additional cost of \$20/hour

Click below to accept this statement.

THANK YOU!

34. Simple Software Statement Sample

Software projects have complex details. And those details should be complete to ensure the software's functionality and quality. So if your company is having a software project, outline its details using our Simple [Software Statement](#).



35. Agency Scope of Work Statement Sample

Our Agency Scope of [Work Statement](#) enables agencies to discuss the nature of their work concisely and in detail. It has a ready-made cover page and sufficient content for reference.



36. Work From Home Statement of Purpose Sample

Working from home is the best and safest work setup while COVID-19 remains a threat. So tell your boss about it. Personalize our [Work From Home Statement](#) of Purpose and send it to your boss. That should convince him or her.

WORK FROM HOME STATEMENT OF PURPOSE

To Travis Thompson,

Good day!

I would like to request to start working from home from November 03, 2020, to December 30, 2020.

The pandemic and the ongoing community quarantine has made commuting to work scary and difficult. I need to take 1 train ride and 2 bus rides to get to work. I will be meeting a lot of people on my way and this will make me prone to the virus.

I promise to do my tasks promptly, just like how I do things in the office. I hope that you would consider my request.

Regards,

Johanna Stark

37. Work From Home Policy Statement Sample

Employees working from home should still be bound by company policy. You can make sure of that with our Work From Home Policy Statement.



38. Legal Statement Sample

Our Legal Statement Sample is a perfect template to write legally credible statements. It's straight to the point and has given blank spaces to input your name, signature, company name, and the document's issue date. You can customize this using [Microsoft Word](#).

Jones Software Co.

askusa@jonessoftware.com, 222 555 7777

Legal Statement

I, **Harris John**, hereby make the following statement:

I witnessed my Manager, **Oliver Smith**, make changes to the accounting files of the company on **October 28, 2020**, at **11 pm**. I was on overtime that day to finish a few orders, so I went to his office to submit a hard copy of a completed document. I was watching behind him while he made the changes to the files.

I acknowledge the statement above to be true and correct to the best of my knowledge, abilities, and beliefs.

Signature *

Name *

Company Name *

Date signed *

39. Payroll Statement Sample

Payroll is something you should be transparent to your employees. Show them how you break down payroll with this sample. [Google Docs](#) is all you need to edit it.



40. Sworn Statement Sample

This sample statement helps you formulate a sworn statement that protects your identity or anything that you stand for. If you have a MAC PC, you can customize it using [Apple \(MAC\) Pages](#).

Tablet XX Corporation
askus@tabletxxcorp.com, 222 555 7777

Sworn Statement

I, **Imelda Tabitha**, hereby make the following statement:

- I am of legal age and currently residing at 3203 Parkway Dr., Tucson, AZ 85712.
- I am a Senior Software Engineer at the company, where I get my main source of income.
- I have never applied for and been issued a TIN.

I acknowledge the statement above to be true and correct to the best of my knowledge, abilities, and beliefs.

Signature *

Name *

Company Name *

Date Signed *

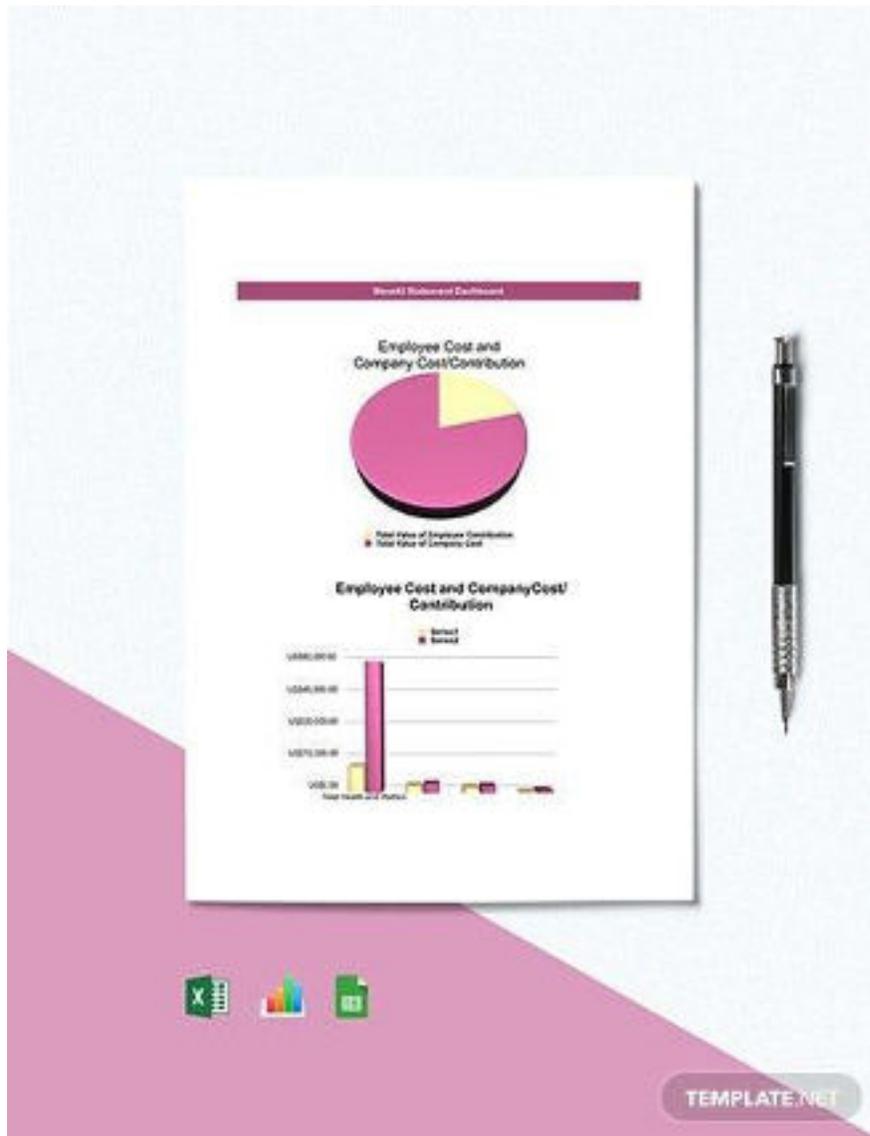
41. School Vision Statement Sample

Our School Vision Statement perfectly describes the goal and desired outcomes of schools in general. So if you're a school admin, you can use it as an inspiration for your school's vision statement. It's editable in [Adobe PDF](#) and you can have it now.



42. Benefit Statement Dashboard Sample

Break down the benefits your employees receive with our Benefit Statement Dashboard. It has a ready-made pie chart and bar graph that you can use as your visual aid tools. You only need [Microsoft Excel](#) to edit it.



44. Basic Pay Stub Statement Sample

Here's another pay stub statement sample with a more basic layout. This one's customizable in [Apple \(MAC\) Numbers](#).


Bluefield Corp. Ltd.
1000 Imperial Valley, CA 90042
(562) 434-1000
bluefield@gmail.com

Pay Stub

Employee Name:	Pay Period:
Employee ID:	Pay Date:
Employee Division:	Check No.:
Marital Status:	Terminations:

EARNINGS			
Earnings Type	Pay Rate	Hours	Total
Regular Pay	15.00	44	660.00
Quarter Pay	32.00	30	1024.00
Bulk Pay	35.00	4	140.00
Other	19.00	9	171.00
Total Earnings			\$13,000

DEDUCTIONS	
Deductions Type	Total
Federal Tax	1000.00
State Tax	610.00
Social Security	820.00
Healthcare	100.00
Insurance	870.00
Other	50.00
Total Deductions	\$1,125.00

Net Income/Net Pay: \$12,075.00

TEMPLATE.NET

45. Capability Statement Sample

Flaunt your company's capabilities and winning attributes with our Capability Statement Sample. It enables you to discuss your business's core competencies, track record, and more. Just open it in [Microsoft Outlook](#) and edit.

KP Group of Companies
contact@kpgroup.com, 222 555 7777

Capability Statement

Core Competencies

KP Group of Companies is your partner in manufacturing and transporting various types of goods around the country. We design and manufacture your products and innovations, and also provide delivery and logistics services including freight by plane, train, and ship.

Differentiators

We offer more affordable options for all clients who are in the starting stages of establishing and manufacturing a business product. Also, we include the shipping fees in the contract with various discounts based on the agreed terms and conditions, payment methods, and the type of manufactured product the client wants.

Past Performance

We have provided our services to Jones Barbecue Corp. and Soft Core Mattresses. We helped both clients create their products and deliver them to their customers around the United States of America.

Company Data

Our main office and manufacturing facilities are located at 978 Gilbert Ferry Road SE, Atlanta AL 35054. We currently have 500 employees assigned in our manufacturing and logistics departments, and an additional 100 employees in our HR and management departments.

48. Business Needs Statement Example

If you're about to propose a project, refer to this business needs statement example from CDC. You can also have it by clicking the download button.

Business Needs

1 INTRODUCTION

PURPOSE OF THE BUSINESS NEEDS STATEMENT DOCUMENT

A Business Needs Statement identifies a project idea that may turn into a proposed investment/project (IP). It includes a brief description of the proposed project's purpose, goals, and scope as well as rough order of magnitude cost and schedule, and basic business and technical skills.

The Business Needs Statement provides sufficient information to justify a decision whether or not the organization should move forward with the development of a full Business Case. Information entered here, within the Business Needs Statement, and Business Case documents should be leveraged to populate any related information requirements contained within policies, processes, or regulations such as Capital Planning and Investment Control (CPIC).

GENERAL INFORMATION

Date Requested	<MM/DD/YYYY>
Requested By	<Enter full name>
Email	<Enter email address>
Phone	<000-000-0000>
COCC	<Enter COCC>
Business Owner	<Enter business owner/manager supporting this document>

INVESTMENT/PROJECT DESCRIPTION

Name	<Enter a name for the IP being proposed>
Desired Start Date	<Enter a desired start date for the requested IP (MM/DD/YYYY)>
Business Need	<Enter a detailed description of the business need that the IP is being requested to address. Include perceived benefits from the investment of resources into the IP.>
Goals/Scope	<Enter a detailed description of the purpose, goals, and scope of the proposed IP.> <Enter a detailed description of how the proposed IP aligns with, or advances, CDC goals and objectives.>
Rough Estimates	<Enter Rough Order of Magnitude (ROM) estimates for the proposed IP, development of a business case, and any other estimates available. (dollars, human hours, materials, etc.)>
Risks/Issues	<Enter basic business and technical risks/issues of doing and/or not doing the IP.>

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Downloaded from [www.ama-assn.org](#)

49. Bidder Itemized Statement Example

Are you about to organize a bidding event? If so, this can be useful for you. Use as a guide to creating standard itemized statement sheets.

Seattle Children's Hospital Guild Association
Auction / Event Name
 Presented by the **Guild Name**

Date **Bidder Itemized Statement**

John Doe **Bidder #118**
 1234 American Avenue
 Seattle, WA 98145

Item #	Item Name	Fair Market Value	Amount Paid	Potential Tax Deduction
009	Hope Valley Wine Experience	\$7,000	\$15,000	\$7,000
17	White Gold Diamond Ring	\$1,300	\$1,300	0
154	Cooking Class	\$300	\$300	\$150
	Wash the Poopie	0	\$1,000	\$1,000
	Wash the Poopie	\$30	\$30	0

Total Purchases - \$18,700
Balance Due - \$0.00



- Your tax deduction donation is \$7,000.00, which is the amount that your bid(s) exceed the fair market value of the goods and services you received at the auction and may be deductible as a charitable contribution.
- Guild Name:** Federal TaxID #91-1234567

** Sample Itemized Bidder Statement **

1. Title of the Statement

As official documents, statements must have a title. Their title must directly indicate their function. For example, if you're creating a statement detailing profit and loss, its title should be "Profit and Loss Statement."

2. Info of the Statement's Involved Parties

A statement must indicate the name of the individuals or organizations that have something to do or a party of interest in the matter. Their contact information such as phone number and email address must also be included if necessary.

3. Body

This is where you'll detail the main points of the statement. You must write them clearly and concisely. You can also use tables, charts, and graphs if your statement involves statistical and numeric data.

4. Closing Remarks

Not all types of statements have closing remarks but most of them do. It's where you'll write the final points or conclusions that you want to imply.

5. Signatures

The presence of authorized signatures solidifies a statement's validity. As the maker of the statement document, you must affix your signature at its end.

FAQs

What are the common types of statements?

These are the most common types of statements:

- Income statement
- Mission statement
- Billing statement
- Financial statement
- Scope of work statement

- Legal statement
- Sworn statement

What type of document is a statement?

A statement is a type of document that is used as a basis of support or proof about a particular event or any matter.

What's a business need statement?

A business need statement is a specific type of statement document. It outlines details about a project or startup business, including its goals, purpose, and scope. A business need statement helps investors understand a project or business before they invest their money to support it.

What are some tips for writing personal statements?

Here are some tips in writing personal statements:

- Introduce yourself engagingly.
- Talk about how you'll fit in with the school, company, or organization.
- Highlight your skills and positive attributes.
- Share your academic and professional experience.

What apps should I use to create statements?

Use these apps to write statements:

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Google Docs
- Google Sheets
- Apple Pages
- Apple Numbers
- Adobe PDF