

SAMPLE – Annual Budget for For-profit Applicant

[Firm/Agency Letterhead]

[Date of letter]

This document illustrates [Firm/Agency]'s annual budget and verified Gross Receipts with the City and County of San Francisco.

Annual Budget: \$XXXXXX

Salaries and Benefits: \$XXXXXX

Operations: \$XXXXXX

[Last completed fiscal year's] Gross Receipts: \$XXXXXX

Should you have any questions about our company's budget, please do not hesitate to contact the following individual for any further information you may require:

[Name]

[Title]

[Contact email/phone]

Sincerely,

[Duly authorized agent or officer]

[Title]