

Beneficiary Balance Sheet Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a copy of the balance sheet for the beneficiary account associated with [specific account or beneficiary name]. This information is crucial for my records and to ensure proper financial oversight.

Please let me know if you require any additional information from my side to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]