

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Charity Organization's Name]

[Charity Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to transparency and accountability, we are requesting a copy of your charity's financial report for the fiscal year [Insert Year]. This document is vital for our records and further engagement with your organization.

Please include details of your revenue, expenses, and any significant changes in financial strategy that may have occurred over the year. We appreciate your attention to this request and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]