

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your endorsement of the financial statements prepared by the Board of Directors for the fiscal year [Year]. Your approval is crucial for us to present our financial standing accurately to stakeholders.

The financial statements have been meticulously reviewed and compiled to ensure they reflect the true financial position of the organization. As a respected member of the board, your endorsement will lend credibility to our financial reporting and reassure our stakeholders of our fiscal accountability.

Please find attached the financial statements for your review. I would appreciate it if you could provide your endorsement by [specific date] to facilitate our upcoming reporting deadlines.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]