

Vendor Financial Robustness Assessment

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are conducting a financial robustness assessment of our vendors to ensure long-term sustainability and reliability in our partnerships. As part of this process, we kindly ask you to provide the following financial documents:

- Latest Profit and Loss Statement
- Balance Sheet for the past two years
- Cash Flow Statement
- Tax Returns for the last two years
- Any external financial assessments or ratings

Please submit the requested documents by [Insert Deadline]. This information will be kept confidential and used solely for the purpose of assessing your financial robustness.

Thank you for your cooperation. We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]