

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing vendor evaluation process, we are conducting a review of our partners' financial status to ensure continued compliance with our procurement policies.

We kindly request that you provide us with the following financial documents:

- Recent financial statements (balance sheet, income statement)
- Cash flow statements
- Tax returns for the past two years
- Any recent audit reports, if available

Please submit the requested documents by [Insert Deadline] to facilitate the evaluation process. Your prompt cooperation is greatly appreciated and will help us maintain a strong partnership.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]