

# Financial Due Diligence Request

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

## **Subject: Request for Financial Information**

Dear [Supplier's Name],

As part of our ongoing commitment to due diligence and supplier risk management, we are conducting a financial review of our suppliers. We value our relationship with [Supplier's Company] and kindly request your cooperation in providing the following financial documents:

- Recent financial statements (last three years)
- Audit reports (if applicable)
- Tax returns (last two years)
- Details of any outstanding debts or obligations
- Cash flow forecasts

Please provide the requested documents by [specific date] to enable us to complete our review in a timely manner. All information shared will be treated with the utmost confidentiality.

Thank you for your cooperation, and please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]