

Financial Fitness Check for Vendor Partnership

Date: [Insert Date]

[Vendor Name]
[Vendor Address Line 1]
[Vendor Address Line 2]
[Vendor City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to establishing strong and sustainable partnerships, we conduct a financial fitness check with our vendors. This process helps us ensure that we are aligned in our business practices and capable of sustaining a mutually beneficial relationship.

We kindly request the following information to complete our financial assessment:

- Current financial statements (balance sheet, income statement) for the last two fiscal years.
- Tax returns for the last two years.
- Credit references and a recent credit report.

Please submit the requested documents by [Insert Deadline Date]. Your cooperation in this matter is greatly appreciated. We believe that a thorough financial review will enhance our partnership moving forward.

If you have any questions or need further clarification, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address Line 1]
[Your Company Address Line 2]
[Your Company City, State, Zip Code]
[Your Phone Number]
[Your Email Address]