

Request for Financial Performance Details

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. As part of our continuous assessment of our partnerships, we are conducting a review of our vendors' financial performance.

We kindly request that you provide us with the following financial performance details for the past [insert time period]:

- Income statement
- Balance sheet
- Cash flow statement
- Any relevant financial ratios or performance metrics

Please send the requested details by [insert deadline], as this will assist us in making informed decisions regarding our ongoing collaboration.

Thank you for your prompt attention to this matter. Should you have any questions or require further clarification, feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]