

Financial Assessment Request for Subcontractor Participation

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Subcontractor's Company Name]

[Subcontractor's Company Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We hope this message finds you well. As part of our due diligence process for the upcoming project, we are conducting financial assessments of our potential subcontractors. This step ensures that all partners involved have the financial stability to support project requirements.

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

- Most recent financial statements (balance sheet and income statement)
- Credit references
- Proof of insurance coverage
- Any additional documentation that demonstrates your financial stability

We would appreciate it if you could send the requested information by [deadline date]. This will allow us to proceed with the necessary evaluations in a timely manner.

Thank you for your attention to this matter. We look forward to your prompt response and hope to work together on this project.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]