

Business Partner Financial Condition Check

Date: [Insert Date]

To: [Business Partner's Name]

[Business Partner's Address]

Dear [Business Partner's Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining a transparent and mutually beneficial partnership, we are conducting a financial condition check of our business partners.

We kindly request the following information to assist us in this process:

- Latest financial statements (balance sheet, income statement)
- Credit rating reports
- Details of any significant changes in financial condition

Please provide this information by [Insert Deadline Date]. We appreciate your cooperation and look forward to continuing our fruitful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]