

# Supplier Financial Assessment Inquiry

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are reaching out to conduct a financial assessment of our supply chain partners. As part of our due diligence, we wish to gather detailed financial information to ensure we maintain a strong and effective business relationship.

To facilitate this process, we kindly request the following information:

- Current financial statements (balance sheet, income statement, cash flow statement) for the past three years
- Details of any outstanding loans or credit facilities
- Annual revenue for the past three years
- Any recent changes in ownership or management structure
- Credit rating reports, if available

We appreciate your cooperation in this matter and assure you that all information shared will be kept confidential and used solely for the purpose of our assessment.

We would appreciate it if you could provide the requested information by [specific due date]. Should you have any questions or require clarification, please feel free to contact me 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 Job Title]

[Your Company Name]