

Vendor Financial Risk Analysis

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are conducting a financial risk analysis of our vendors to ensure a strong partnership and to mitigate potential risks associated with financial instability. As part of this process, we kindly request the following information:

- Recent financial statements (including balance sheet, income statement, and cash flow statement)
- Credit reports from major credit agencies
- Details of any existing debts or liabilities
- Information about your company's cash reserves and liquidity
- Any relevant industry reports or benchmark analyses

We appreciate your cooperation in providing this information by [Insert Deadline Date]. Please rest assured that all information shared will be kept confidential and used solely for the purpose of this analysis.

If you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Contact Information].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]