

# Financial Audit Request for Due Diligence

Date: [Insert Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are in the process of conducting a due diligence review as part of [project/purpose of the audit, e.g., acquisition, investment, etc.]. To facilitate this process, we respectfully request your cooperation in providing a comprehensive financial audit.

Please provide us with the following documents:

- Annual financial statements for the past three years
- Interim financial statements for the current year
- Detailed general ledger
- Tax returns for the past three years
- Any other relevant financial documents

We appreciate your prompt attention to this matter and ask that you send these documents by [insert due date]. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[Your Phone Number]  
[Your Email Address]