

# Business Financial Sustainability Check

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting a financial sustainability check for our business operations to ensure that we are on track to achieve our financial goals and maintain long-term viability. The objective of this check is to assess our current financial standing, identify potential risks, and explore opportunities for strengthening our financial base.

We would appreciate your cooperation in providing us with the necessary financial data by [insert deadline]. The following documents are requested:

- Current financial statements (Balance Sheet and Income Statement)
- Cash flow statements for the last [insert time frame]
- Budget projections for the next fiscal year
- Any relevant financial reports or audits

Your timely response will greatly assist us in our evaluation process. Please feel free to reach out with any questions or if you require further clarification regarding this request.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]