

Financial Statement Evaluation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your assistance in evaluating the financial statements for [Specify the Company/Organization Name] for the period ending [Specify Date]. This evaluation is crucial for [Specify the Purpose: e.g., assessing financial health, preparing for an audit].

Please find the attached financial statements for your review:

- Balance Sheet
- Income Statement
- Cash Flow Statement

We would appreciate your insights on the following:

- Overall financial health
- Key performance indicators
- Areas that require improvement

Let me know if you need any additional information or documentation. I look forward to your feedback and appreciate your assistance.

Thank you for your time.

Sincerely,

[Your Name]

[Your Title]

[Your Company]