

Balance Sheet Assessment Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an assessment of the balance sheet for [Specify Period or Project] as part of our ongoing financial review process.

We aim to ensure that our accounting records accurately reflect the financial status of the company. Your expertise in this matter will be invaluable to us in achieving a comprehensive understanding of our current fiscal standing.

Could you please provide the necessary documents and your insights by [Insert Deadline]? Thank you for your assistance in this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]