

Financial Statement Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request information regarding the financial statements of [Company Name] for the fiscal year ending [Fiscal Year End Date]. As part of my [reason for inquiry, e.g., investment analysis, audit requirements], I would appreciate your assistance in obtaining the following documentation:

- Balance Sheet
- Income Statement
- Cash Flow Statement
- Notes to the Financial Statements

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]