

Financial Statement Request for Audit Preparation

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],

I hope this message finds you well. As part of our upcoming audit preparation, we kindly request a copy of the financial statements for the fiscal year ending [Insert Year]. This includes the balance sheet, income statement, cash flow statement, and any relevant notes to the financial statements.

The requested documents will be instrumental in facilitating a smooth audit process. If possible, we would appreciate receiving these documents by [Insert Deadline].

Thank you in advance for your cooperation. Should you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]