

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a copy of the financial statements for [specify the period, e.g., fiscal year ending December 31, 2022]. This information is crucial for [insert reason, e.g., our upcoming review, evaluation of business opportunities, etc.].

We would appreciate it if you could provide the following documents:

- Balance Sheet
- Income Statement
- Cash Flow Statement

Please let us know if there are any forms or further information needed to process this request. We look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]