

Financial Statement Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request copies of your financial statements for the past [number] years as part of our investment evaluation process.

Access to your financial documents, including balance sheets, income statements, and cash flow statements, will greatly assist us in analyzing your company's performance and potential for future growth.

We appreciate your cooperation and understanding in this matter. Please let us know if there are any necessary procedures we should follow to obtain these documents.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]