

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your Phone Number]

[Recipient's Name]

[Recipient's Title] [Company/Organization Name] [Company Address] [City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a copy of the financial statements for [specific entity or individual] for the purpose of legal proceedings pertaining to [brief reason for request].

As per the legal requirements, I kindly ask for the following documents:

- Income Statement for the past [insert number] years
- Balance Sheet as of [insert date]
- Statement of Cash Flows for the past [insert number] years
- Any relevant notes or disclosures

Please send the requested documents to my address listed above or via email at [Your Email]. If you have any questions or need further clarification regarding this request, do not hesitate to contact me.

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

Sincerely,

[Your Name]