

Request for Financial Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am currently in the process of applying for a mortgage, and as part of the application requirements, I need to provide a financial statement reflecting my current financial situation.

Could you please prepare and send me a financial statement at your earliest convenience? If there are any forms or specific information required from my end, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]