

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a copy of my financial statements for the fiscal year [Insert Year] to assist with my tax filing. The information will be essential to ensure accurate reporting and compliance with tax obligations.

Kindly provide the following documents:

- Income Statement
- Balance Sheet
- Cash Flow Statement

If possible, I would appreciate receiving these documents by [Insert Deadline]. Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]