

Insurance Audit Request

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are in the process of conducting an insurance audit for our records and would like to request updated financial documents from your organization.

Specifically, we require the following records:

- Most recent financial statements
- Bank statements for the last 12 months
- Tax returns for the past two years
- Any relevant contracts or agreements

We would appreciate it if you could provide these documents by [Insert Deadline Date]. If you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]