

Client Accounting File Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are currently in the process of updating our records and need some information to complete your client accounting file. We kindly request the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

We would appreciate it if you could send the requested files by [Insert Deadline]. If you have any questions or need assistance, please do not hesitate to contact us.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]