

Formal Accounting Records Request

Date: [Insert Date]

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request copies of the accounting records pertaining to [specific account/transaction details] for the period of [start date] to [end date]. This information is needed for [explain purpose, e.g., audit, review, tax purposes, etc.].

In accordance with [mention any relevant laws or regulations if applicable], I kindly ask that you provide these records at your earliest convenience. Please include any related documentation such as [mention specific documents required, e.g., invoices, statements, etc.].

If you have any questions or require additional information to process this request, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]