

Intercompany Transaction Documentation Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Intercompany Transaction Documentation

Dear [Recipient's Name],

I hope this message finds you well. As part of our efforts to ensure compliance with internal policies and external regulations, we are conducting a review of our intercompany transactions.

We kindly request the documentation for the following transactions:

- Transaction 1: [Insert Description and Date]
- Transaction 2: [Insert Description and Date]
- Transaction 3: [Insert Description and Date]

Please provide the supporting documents by [Insert Deadline], which may include invoices, agreements, and any other relevant materials.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]