

Supplier Financial Health Evaluation

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are conducting a thorough financial health evaluation of our suppliers to ensure the sustainability and reliability of our supply chain. As part of this process, we kindly request you to provide us with the following financial information:

- Recent Financial Statements (Income Statement, Balance Sheet, Cash Flow Statement)
- Credit Reports
- Tax Returns for the past two years
- Details of any outstanding debts or liabilities

We appreciate your cooperation in this evaluation process, which will help us maintain strong and effective partnerships. Please submit the requested information by [Insert Due Date]. If you have any questions, feel free to reach out to me directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]