

Supplier Financial Viability Review

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are conducting a Financial Viability Review of our suppliers to ensure a continued partnership that is beneficial for both parties. As part of this review, we kindly request the following information:

- Latest financial statements (balance sheet, income statement, cash flow statement)
- Credit rating report
- List of any current legal proceedings
- Information on any significant changes to your business in the past year

We appreciate your cooperation and timely response to this request. Please submit the requested documents by [Insert Deadline]. If you have any questions or require further information, do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]