

Vendor Financial Review Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our standard procedure to maintain a strong partnership and ensure the sustainability of our mutual operations, we are conducting a financial review of our key vendors.

We kindly request your cooperation in providing the following documents:

- Latest audited financial statements
- Cash flow statements for the past year
- Tax returns for the last two years
- Any other relevant financial information

Please submit the requested information by [Insert Deadline]. Should you have any questions or require further clarification, do not hesitate to reach out to us at [Your Contact Information].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]