

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we approach the end of the financial year, I am writing to request a summary of our financial activities for the year ending [Insert Date]. This summary will assist us in our annual reporting and financial assessment.

Could you please provide the following information:

- Total revenue generated
- Total expenses incurred
- Net profit or loss
- Any outstanding invoices or payments
- Other relevant financial information

If possible, I would appreciate receiving this summary by [Insert Deadline] to ensure we meet our reporting deadlines.

Thank you for your assistance. Please let me know if you need any additional information from my side.

Sincerely,

[Your Name]

[Your Job Title]