

Yearly Financial Report Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the yearly financial report for the fiscal year ending [Insert Year]. As we are in the process of reviewing our financial statements, access to this report is essential for our planning and analysis.

Could you please provide us with the following details:

- Total revenue and expenses
- Net profit or loss
- Comparative figures from the previous year
- Any notes or explanations on significant changes

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]