

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Financial Report Details

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the financial report submitted for the period ending [insert date]. I have a few questions regarding the specifics of the report, particularly related to [mention any specific sections or figures you want clarification on].

Could you please provide further details or clarification on these points? Your assistance is greatly appreciated as it will help me better understand the financial position of [Company/Organization Name].

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

Sincerely,

[Your Name]

[Your Title/Position]