

Partnership Financial Report Inquiry

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request the financial report for our partnership covering the period from [Start Date] to [End Date]. As we continue to assess our ongoing collaboration, a detailed insight into our financial standing is essential for both our records and future planning.

Specifically, we would appreciate information regarding:

- Overall revenue generated.
- Expense distributions.
- Net profit margins.
- Any outstanding debts or credits.

We would be grateful if you could provide the report by [Requested Date]. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]