

Shareholder Request for Financial Statements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Secretary/Appropriate Title],

I am writing to formally request access to the financial statements of [Company Name] for the fiscal year ended [Insert Date]. As a shareholder of the company, I believe it is important to review the company's financial performance and position.

According to [Insert Relevant Law or Regulation, if applicable], I am entitled to receive these documents. I would appreciate it if you could provide the annual report, balance sheet, income statement, and cash flow statement.

Please let me know if there are any forms or additional information I need to provide to facilitate this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Shareholder ID or Number, if applicable]