

Appeal for Electronic Receipt of Annual Reports

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the electronic receipt of the annual reports for [specific years or periods]. As a stakeholder, I believe that receiving these reports electronically will not only enhance accessibility but also contribute to environmental sustainability by reducing paper waste.

Furthermore, electronic reports allow for quicker dissemination of information, ensuring that all stakeholders are kept informed in a timely manner. I would greatly appreciate your support in facilitating this request.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]