

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are in the process of preparing our business valuation for tax purposes and require certain documentation to proceed accurately. To ensure compliance and accuracy, please provide the following information:

- Financial statements for the past three years
- Tax returns for the past three years
- Details of any outstanding liabilities
- List of assets and their estimated values
- Any relevant agreements or contracts

We would appreciate receiving this information by [specific date] to help meet our timeline for submission. If you have any questions or need further clarification regarding this request, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]