

# Financial KPI Compliance Check

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting a financial compliance check pertaining to our Key Performance Indicators (KPIs) for the period ending [Insert Period End Date]. This process is vital to ensure that we are aligned with our financial goals and regulatory obligations.

As part of this compliance check, we kindly request your cooperation in providing the following information:

- Financial statements (Income Statement, Balance Sheet, Cash Flow Statement) for the specified period.
- Detailed KPI reports highlighting performance against target metrics.
- Any relevant documentation supporting the calculation of KPIs.

Please submit the above documents by [Insert Submission Deadline] to ensure a timely review process. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]