

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the financial statements for [Fiscal Year or Period] in preparation for our annual review. These documents are crucial for our evaluation and assessment of the organization's performance.

Specifically, we would appreciate receiving the following documents:

- Balance Sheet
- Income Statement
- Cash Flow Statement
- Statement of Changes in Equity

If possible, please send the requested documents by [Deadline Date]. If you have any questions or need further information, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your timely assistance with this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]