

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] to formally request a copy of your most recent annual report and company brochure. As we continuously evaluate potential business opportunities and partnerships, having access to current and comprehensive information regarding your organization is crucial for our assessment process.

Specifically, we are interested in reviewing your company's recent financial performance, strategic initiatives, and the range of products or services you offer, as outlined in your annual report and brochure. These documents will greatly assist us in gaining a deeper understanding of your operations and vision, and will facilitate informed decisions regarding future collaborations.

We would appreciate it if you could kindly send us the requested materials at your earliest convenience, either by mail or electronically to the contact information provided above.

Thank you very much for your cooperation. Should you require any further information from our side, please feel free to contact me directly.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]