

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

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

Subject: Request for Company Annual Report for [Reporting Period/Year]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a copy of [Company Name]'s annual report for the period of [Reporting Period/Year]. As [your role, e.g., an interested investor/a business analyst/a shareholder], I am keen to review the company's financial performance and operational highlights over the specified timeframe.

Specifically, I am interested in the following sections of the annual report:

- Audited Financial Statements
- Management Discussion and Analysis
- Corporate Governance Report
- Key Operational Highlights

If available, please provide the report in a digital format (PDF or similar) to facilitate a timely and comprehensive review. Should there be any requirements or procedures to obtain the report, kindly let me know how I might proceed.

I appreciate your assistance and cooperation in this matter. I look forward to your prompt response.

Sincerely,
[Your Name]