

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

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

**Subject: Request for Financial Report**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a copy of the financial report for [specify period or purpose, e.g., the fiscal year ending December 31, 2023].

This information is required for [brief reason, e.g., our annual audit/review, financial analysis, compliance requirements]. Specifically, I would appreciate receiving the following documents:

- Balance Sheet
- Income Statement
- Cash Flow Statement
- Any supporting notes or schedules that provide further clarification

If possible, please provide the requested financial report(s) by [desired date]. Should you require any additional information or have questions regarding this request, feel free to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter. I appreciate your cooperation and assistance.

Sincerely,  
[Your Name]  
[Your Position/Title]