

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request financial information regarding [specific details on the financial information needed, e.g., recent financial statements, budget reports, etc.]. This information is necessary for [reason for the request, e.g., a project, audit, funding application, etc.].

Please provide the requested documents by [specific deadline if applicable], or let me know if you require additional time to gather the information.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position/Title] (if applicable)
[Your Company/Organization Name] (if applicable)