

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request copies of the financial statements for [Company Name] for the fiscal year ending [Year]. As part of [explain your purpose, e.g., an investment decision, due diligence process, etc.], I believe that reviewing the financial statements will provide valuable insights into the company's performance and financial health.

I would appreciate it if you could provide the following documents:

1. Balance Sheet
2. Income Statement
3. Cash Flow Statement

If possible, please send the documents by [specific date], as this would greatly assist in my timeline. Should you require any further information from my side, please do not hesitate to contact me.

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

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company, if applicable]