

[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 request information regarding our QuickBooks Online (QBO) account associated with [your company name or account number].

As we are in the process of [explain the reason, e.g., "updating our accounting systems" or "conducting an annual review"], we require access to specific details pertaining to our QBO account, including [list specific information needed, e.g., "transaction history," "user access settings," etc.].

Please let me know if you require any further information or documentation to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]