

[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],

Subject: Submission of Financial Records

I hope this message finds you well.

I am writing to formally submit the financial records as requested.

Please find attached the necessary documents, which include [list specific documents, e.g., income statements, balance sheets, tax returns, etc.].

These records cover the period of [specific time frame] and have been prepared in accordance with [mention any relevant accounting standards or guidelines].

Should you have any questions or require further information, please do not hesitate to reach out to me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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