

[Your Company Name]
[Department Name]
[Address]
[City, State, Zip Code]

[Date]

[Counterparty Contact Name]
[Counterparty Institution Name]
[Address]
[City, State, Zip Code]

Subject: Annual Counterparty Credit Risk Review - [Year]

Dear [Contact Name],

In accordance with our internal risk management policies and regulatory compliance requirements, [Your Company Name] is currently conducting its annual credit risk review for all active counterparties.

To facilitate this assessment, we kindly request that you provide the following updated documentation and information regarding [Counterparty Institution Name]:

- Audited Financial Statements for the most recent fiscal year.
- Interim financial reports for the current year-to-date period.
- Updated ownership structure or organizational chart.
- Current credit rating reports (if applicable).
- Summary of any material changes to your credit policy or risk management framework.

Please submit the requested documents via email to [Email Address] or through our secure portal by [Due Date].

The information provided will be treated as strictly confidential and will be used solely for the purpose of evaluating credit limits and counterparty exposure.

If there have been no significant changes to your financial standing or business operations since our last review, please provide a brief written confirmation to that effect along with your latest financial statements.

Thank you for your prompt attention to this matter and for your continued partnership.

Sincerely,

[Your Signature]

[Your Name]
[Your Title]
[Your Phone Number]