

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

[Date]

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

RE: Partial Production of Requested Financial Records - [Reference Number/Account Number]

Dear [Recipient Name],

In response to your request dated [Date of Request] regarding the production of financial records for [Entity/Individual Name], please find enclosed a partial set of the requested documentation.

The following documents are included in this production:

- [Document Description 1]
- [Document Description 2]
- [Document Description 3]

Please be advised that this is a partial production. The remaining records, specifically [Description of Outstanding Documents], are currently being gathered. We anticipate providing these additional materials by [Expected Date].

The delay in providing the full set of records is due to [Brief Reason, e.g., off-site archiving / pending third-party verification]. We are working diligently to complete this request as soon as possible.

Should you have any questions regarding the materials provided herewith, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]