

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Request for Required Financial and Operational Documentation

Dear [Recipient Name],

In order to proceed with [Project Name/Due Diligence/Audit], we require the following financial and operational documents for review:

1. Financial Documentation:

- Audited financial statements for the last [Number] fiscal years (Balance Sheet, Income Statement, Cash Flow).
- Current year-to-date interim financial reports.
- Tax filings for the previous [Number] years.
- Accounts Receivable and Accounts Payable aging reports.
- Annual operating budgets and forecasts.

2. Operational Documentation:

- Standard Operating Procedures (SOPs) for core business functions.
- Current organizational chart and headcount report.
- List of major supplier and vendor contracts.
- Inventory management and valuation reports.
- Business licenses, permits, and regulatory compliance certificates.

Please provide these documents in digital format by [Deadline Date]. If any of these items are unavailable or require more time to produce, please let us know as soon as possible.

All information provided will be treated with strict confidentiality.

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]