

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

[Date]

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

Subject: Request for Business Profit and Loss Statement

Dear [Recipient Name],

I am writing to formally request a copy of the Profit and Loss (P&L) Statement for [Company Name] for the following period: [Start Date] to [End Date].

This documentation is required for the purpose of [mention reason, e.g., a loan application, internal audit, financial review, or potential partnership].

Please ensure that the statement includes the following details:

- Total Revenue/Sales
- Cost of Goods Sold (COGS)
- Operating Expenses
- Gross and Net Profit margins
- Any non-operating income or expenses

I would appreciate it if you could provide this document by [Deadline Date]. You may send it via email to [Your Email Address] or by mail to the address listed above.

Thank you for your prompt attention to this matter. Please let me know if you require any additional information to process this request.

Sincerely,

[Your Signature]

[Your Printed Name]