

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Department]

[Insurance Company/Accounting Firm Name]

[Address]

[City, State, Zip Code]

RE: Request for Financial Records for Business Interruption Claim

Claim Number: [Insert Claim Number]

Policy Number: [Insert Policy Number]

Dear [Recipient Name],

I am writing to formally request the necessary financial documentation and records required to process our business interruption claim following the loss event that occurred on [Date of Incident].

To ensure an accurate calculation of the business income loss, please provide the following records for the period of [Start Date] to [End Date]:

- Federal and State Tax Returns for the last [Number] years.
- Monthly Profit and Loss (P&L) statements for the 24 months preceding the loss.
- Daily or weekly sales records and point-of-sale (POS) reports.
- Detailed payroll records for all employees during the interruption period.
- Inventory records and valuations immediately preceding and following the loss.
- Current lease agreements and utility bills.
- Documentation of extra expenses incurred to minimize the interruption.

Please let me know if there are specific forms or additional documents required by your office to expedite this review. You may send the digital files to [Email Address] or mail physical copies to the address listed above.

Thank you for your prompt attention to this matter. I look forward to your response within [Number] business days.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]