

To: [Name of Recipient/Department]

From: [Your Name/Company Name]

Date: [Current Date]

Subject: Request for Profit and Loss Statement Documentation

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].

I require this documentation for the purpose of [State Reason, e.g., Loan Application, Tax Preparation, or Internal Audit].

Please ensure that the statement includes the following details:

- Total Gross Revenue
- Itemized Operating Expenses
- Cost of Goods Sold (if applicable)
- Net Income/Loss

If there are any specific forms or additional information required to process this request, please let me know. I would appreciate receiving this document by [Due Date].

You may send the document via email to [Email Address] or by mail to the address listed below.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Your Phone Number]

[Your Mailing Address]