

Date: [Insert Date]

To: [Recipient Name/Department Name]

From: [Your Name/Finance Department]

Subject: Request for Monthly Sales Revenue Documentation - [Month, Year]

Dear [Recipient Name],

I am writing to formally request the sales revenue documentation for the period of [Start Date] to [End Date]. This information is required for our monthly financial reconciliation and reporting process.

Please provide the following records by [Due Date]:

- Detailed monthly sales report
- Gross and net revenue summaries
- Invoices and transaction logs
- Records of returns, refunds, or discounts applied

Please send the digital copies to [Email Address] or deliver the physical files to [Office Location].

If you have any questions regarding this request or if there are any discrepancies in the data, please contact me directly at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]