

Date: [Insert Date]

To: [Recipient Name/Department Name]

From: [Your Name/Department Name]

Subject: Request for General Ledger Financial Documentation

Dear [Recipient Name],

I am writing to formally request copies of the General Ledger and supporting financial documentation for the following period: [Start Date] to [End Date].

Specifically, please provide the following records:

- Detailed General Ledger report for all accounts.
- Sub-ledger reports (Accounts Payable and Accounts Receivable).
- Adjusting journal entries with supporting explanations.
- Trial Balance as of [End Date].
- [Optional: Insert any specific account codes or categories].

This documentation is required for the purpose of [Internal Audit / Tax Preparation / Financial Review / Year-End Closing].

Please provide these documents in [Digital Format, e.g., Excel/PDF] by [Due Date]. If any files are unavailable or if you require further clarification, please let me know as soon as possible.

Thank you for your assistance in this matter.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Job Title]