

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

[Date]

[Recipient Name]
[Recipient Title/Organization]
[Recipient Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR ACCOUNTING - [Reference Contract/Estate/Project Name]

Dear [Recipient Name],

This letter serves as a formal demand for a complete and detailed accounting regarding [describe the specific relationship, e.g., the partnership funds, the estate assets, or the project budget] for the period beginning [Start Date] and ending [End Date].

To date, I have not received adequate documentation or transparency concerning the financial management of these assets. Specifically, I am requesting the following records:

- A detailed ledger of all income and expenditures;
- Copies of all bank statements and financial reports;
- Invoices, receipts, and proof of payment for all distributions;
- [List any other specific documents required].

This request is made in good faith as a preliminary step to resolve this matter without the need for formal litigation. Providing this accounting will allow all parties to verify the accuracy of the financial dealings and identify any discrepancies.

Please provide the requested documentation no later than [Number of Days, e.g., 14] days from the date of this letter. If I do not receive the accounting by this deadline, I will be forced to pursue further legal remedies, which may include filing a formal complaint for a court-ordered accounting, damages, and attorney's fees.

I look forward to your prompt cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]