

Subject: Request for Financial Information for [Property Address/Name]

Dear [Agent's Name],

My name is [Your Name], and I am a real estate intermediary working with a network of investors who are actively seeking investment opportunities in the [specific market or area]. We are currently reviewing properties that match our clients' criteria and have identified [Property Address/Name] as a potential fit.

To thoroughly evaluate this property and present it to our clients, we would greatly appreciate your assistance in providing the following documents:

- (1) Current Rent Roll: Details of tenants, lease terms, and rent amounts.
- (2) Operating Statements: Recent financial statements showing income and expenses.
- (3) Historical Financials: Financial performance data for the past few years.
- (4) Lease Agreements: Copies of existing lease agreements.
- (5) Property Management Reports: If available, any relevant reports from property management.

We understand the importance of confidentiality and are happy to sign a Non-Disclosure Agreement (NDA) to ensure that the information is handled with the utmost care.

Please let me know if there are any specific procedures or additional information you require from us. We are keen to proceed efficiently and are available to discuss this request further if needed.

Thank you very much for your assistance. We look forward to working with you and exploring this opportunity.