

# Charity Compliance Reminder

Date: [Insert Date]

To: [Charity Name]

Address: [Charity Address]

Dear [Charity Representative's Name],

This is a friendly reminder that your annual report submission is due on [Insert Due Date]. As part of our commitment to ensuring all charities comply with regulatory requirements, we would like to remind you to complete and submit your annual report by the specified deadline.

Please ensure that your report includes all necessary documentation and information, as outlined in our guidelines. If you require any assistance or have questions regarding the submission process, do not hesitate to contact us at [Insert Contact Information].

We appreciate your dedication to transparency and compliance in your charitable activities. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]