

# Follow-Up on Financial Statement Approval Status

Dear [Board Director's Name],

I hope this message finds you well. I am writing to follow up on the status of the approval for the financial statements submitted on [Submission Date]. As we aim to finalize our reports in a timely manner, your feedback and approval are greatly appreciated.

If there are any questions or further information needed to expedite this process, please do not hesitate to let me know. Thank you for your attention to this important matter, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]