

# Notification of Financial Statement Review

Dear [Board Director's Name],

We hope this message finds you well. This letter serves as a formal notification regarding the upcoming review of the financial statements for the fiscal year ending [Date]. As a member of the board, your insights and approval are crucial in ensuring the accuracy and transparency of our financial reporting.

The review is scheduled to take place on [Date] at [Time], in [Location/Virtual Meeting Link]. We request your presence and participation as we discuss the financial performance, key metrics, and insights derived from the statements. A copy of the financial statements will be sent to you in advance for your review.

Please confirm your availability for this meeting. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]