

Letter of Submission for Financial Statement Affirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally submit my affirmation of the financial statements for the period ending [Insert Date]. As a Board Director, I have reviewed the financial documents provided and affirm that they accurately represent the financial position and performance of [Company/Organization Name].

I acknowledge my responsibility in ensuring the integrity and transparency of these financial statements and confirm that all relevant information has been disclosed.

Please find attached the signed affirmation for your records.

Thank you for your attention to this matter. Should you have any further questions or require additional information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Your Contact Information]