

Letter of Addition to Annual Financial Statements

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Addition of Payment Data to Annual Financial Statements

I hope this letter finds you well. As part of our annual financial reporting process, we would like to inform you of an addition to our financial statements for the fiscal year ending [Insert Year].

We have identified additional payment data that is crucial for an accurate representation of our financial position. The details are as follows:

- **Payment Type:** [Type of Payment]
- **Purpose:** [Purpose of Payment]
- **Amount:** [Amount]
- **Date of Payment:** [Date]

We believe that incorporating this data will provide a clearer picture of our financial performance. Please find attached the necessary documentation to support this addition.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Typed Name]
[Your Position]
[Your Company Name]