

Letter of Audited Financial Statement for Internal Review

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to submit the audited financial statements for [Year/Period] for your internal review. The financial statements have been prepared in accordance with [relevant accounting standards] and include the following:

- Balance Sheet
- Income Statement
- Cash Flow Statement
- Notes to the Financial Statements

These documents reflect our organization's financial position and performance for the period ending [Date]. We encourage you to review the statements thoroughly and provide any feedback or questions you may have.

Should you require any additional information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter. We look forward to your insights.

Sincerely,

[Your Name]

[Your Title]

[Your Company]