

# **[Your Company Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

## **[Recipient's Name]**

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to provide you with the audited financial statements of [Your Company Name] for the fiscal year ending [Fiscal Year End Date]. These documents are essential for your review as part of the ongoing discussions regarding the potential merger/acquisition.

The audited financial statements include:

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

We believe these statements reflect the financial health of [Your Company Name] and will assist in your evaluation process. Please feel free to reach out should you need any further information or clarification.

Thank you for your attention to this matter. We look forward to your feedback and hope to proceed with the discussions.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]