

Annual Report Review Letter

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the time for our annual report review, I would like to express my appreciation for your invaluable contributions over the past year.

Enclosed, you will find the draft of the annual report that highlights our achievements, challenges, and future goals. Please take some time to review it and share your feedback.

We are looking to schedule a meeting on [proposed date] to discuss your insights and finalize the report for publication. Your input is crucial to ensuring we present an accurate reflection of our performance.

Thank you for your attention and support. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]