

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Annual Financial Compliance Review

We are pleased to inform you that we have completed our annual financial compliance review for the fiscal year ending [Year]. Our review encompasses an in-depth analysis of your financial statements, internal controls, and compliance with applicable regulations.

Key Findings:

- [Finding 1]
- [Finding 2]
- [Finding 3]

Recommendations:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We appreciate your cooperation during this review process. Please find attached the detailed report for your reference. Should you have any questions or require further clarification, feel free to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]