

# **[Your Company Name]**

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Closing of Financial Statements for [Period]**

Dear [Recipient Name],

We are pleased to inform you that we have successfully completed the closing of our financial statements for the period ending [Date]. Enclosed, you will find the final statements including the balance sheet, income statement, and cash flow statement.

This year, we have seen [brief summary of financial performance]. Our efforts in [mention any significant projects, cost-cutting measures, or revenue growth] have contributed to our positive results.

Should you have any questions or require further information regarding the statements, please do not hesitate to contact me directly.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]