

Date: [Insert Date]

To: [Board Members' Names]

Subject: IAS/IFRS Implementation Timeline

Dear Board Members,

As part of our ongoing commitment to enhance our financial reporting and compliance, we are implementing the International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS). Below is the proposed timeline for this implementation:

Implementation Timeline

- **Phase 1 - Initial Assessment:** [Start Date] to [End Date]
- **Phase 2 - Training and Education:** [Start Date] to [End Date]
- **Phase 3 - System Upgrades:** [Start Date] to [End Date]
- **Phase 4 - Policy Development:** [Start Date] to [End Date]
- **Phase 5 - Review & Adjustments:** [Start Date] to [End Date]
- **Phase 6 - Final Implementation:** [Start Date] to [End Date]

We appreciate your support and guidance throughout this process. Please feel free to reach out if you have any questions or require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Company]