

# Consolidated Financial Statement Preparation for Tax Purposes

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about the preparation of the consolidated financial statements for [Company Name] for the fiscal year ended [Fiscal Year End Date]. These statements will be utilized for tax reporting purposes and will include all relevant financial data from our subsidiaries:

- [Subsidiary Name 1]
- [Subsidiary Name 2]
- [Subsidiary Name 3]

To ensure accuracy and compliance with applicable tax regulations, please provide the following documents by [Submission Deadline]:

1. Trial balances of each subsidiary
2. List of adjustments made at year-end
3. Supporting schedules for major accounts

Our team will begin the consolidation process on [Start Date] and we anticipate that the final statements will be completed by [Completion Date]. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]