

Statutory Compliance Announcement

Date: [Insert Date]

To: Board Members

From: [Your Name]

Subject: Compliance with Statutory Requirements

Dear Board Members,

As part of our commitment to maintaining transparency and adherence to legal obligations, I would like to inform you that we have completed our statutory compliance review for the fiscal year [Insert Year]. The following key areas have been addressed:

- Filing of annual financial statements
- Corporate tax returns submission
- Compliance with employee welfare regulations
- Adherence to environmental laws

We have engaged [Insert Auditor/Consultant Name] to ensure that all necessary documents have been submitted accurately and on time. A detailed report will be presented at our upcoming board meeting scheduled for [Insert Date].

Please feel free to reach out if you have any questions or require further details prior to the meeting.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]