

Loss Statement Submission for Financial Audit

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Auditor's Name]

[Auditor's Position]

[Auditor's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Auditor's Name],

I am writing to formally submit the loss statement required for the upcoming financial audit of [Insert Company Name] for the fiscal year [Insert Year]. Attached you will find the detailed loss statement outlining the financial losses incurred during the specified period, along with any relevant documentation for your review.

Please do not hesitate to contact me if you require any additional information or clarification regarding the attached documents.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]