

Loss Statement Submission

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Subject: Submission of Loss Statement for Internal Review

Dear [Recipient's Name],

I am writing to formally submit the loss statement for [specific project or department] for internal review. The statement has been prepared in accordance with our company policies and provides a detailed account of the losses incurred during [specific time period].

Attached to this letter, you will find the following documents:

- Loss Statement Report
- Supporting Documentation
- Analysis of Contributing Factors

Please review the attached documents at your earliest convenience. I am available to discuss any questions or concerns you may have regarding this submission.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]