

Annual Profit and Loss Summary

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Annual Profit and Loss Summary for [Year]

Dear [Recipient Name],

I hope this message finds you well. Please find below the annual profit and loss summary for the fiscal year [Year].

Income:

- Total Revenue: \$[Insert Amount]
- Other Income: \$[Insert Amount]

Expenses:

- Cost of Goods Sold: \$[Insert Amount]
- Operating Expenses: \$[Insert Amount]
- Marketing Expenses: \$[Insert Amount]
- Administrative Expenses: \$[Insert Amount]

Net Profit/Loss:

Total Net Profit/Loss: \$[Insert Amount]

Thank you for your continued support and partnership. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Insert Sender Name]

[Insert Sender Position]

[Insert Company Name]