

# Financial Period Conclusion Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name/Your Position]

Subject: Conclusion of Financial Period [Insert Period]

Dear [Insert Recipient's Name],

We are writing to formally notify you that the financial period for [Insert Period] has now concluded. As of [Insert Conclusion Date], we have completed all necessary evaluations and reconciliations pertaining to this period.

Please take note of the following key highlights:

- Total Revenue: [Insert Amount]
- Total Expenses: [Insert Amount]
- Net Profit/Loss: [Insert Amount]

We appreciate your cooperation and support throughout this financial period. Should you have any questions or require further details, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]