

# Quarterly Fiscal Closure Announcement

Date: [Insert Date]

Dear [Team/Employee Name],

We would like to inform you that the quarterly fiscal closure for [Quarter/Period] will take place on [Closure Date]. As per our company policy, all financial transactions and reporting activities must be completed by this date.

Please ensure that all necessary documents and reports are submitted to the finance department by [Submission Deadline]. This will help us maintain accurate financial records and ensure a smooth closure process.

If you have any questions or concerns regarding the fiscal closure, please do not hesitate to reach out to the finance team at [Finance Team Email/Contact Number].

Thank you for your cooperation and support.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]