

Operating Lease Disclosure

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We are pleased to provide the operating lease disclosures required for the annual reporting period ending [Insert Reporting Period]. This letter outlines the relevant lease agreements and their impact on our financial statements.

Operating Leases Overview

As of [Insert Date], we maintain the following operating lease agreements:

- Lease for [Property/Asset Description] with [Lessor Name] - Commencing on [Start Date] and expiring on [End Date].
- Lease for [Property/Asset Description] with [Lessor Name] - Commencing on [Start Date] and expiring on [End Date].

Lease Commitments

The future minimum lease payments under non-cancellable operating leases are as follows:

- Year 1: \$[Amount]
- Year 2: \$[Amount]
- Year 3: \$[Amount]
- Year 4: \$[Amount]
- Year 5: \$[Amount]

Total future minimum lease payments: \$[Total Amount]

Recognition and Measurement

Operating lease expenses have been recognized on a straight-line basis over the lease term in accordance with accounting standards.

Conclusion

If you have any questions or require further details, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]