

Date: [Insert Date]

[Investor Name]

[Investor Address]

[City, State, Zip Code]

Dear [Investor Name],

We are writing to provide you with our annual disclosure regarding operating leases in accordance with the requirements set forth in [relevant regulation or Standard]. This letter serves to inform you about the nature and extent of our operating lease commitments.

As of [Balance Sheet Date], our total operating lease obligations amounted to [insert amount]. These leases primarily pertain to [brief description of the nature of the leases, e.g., office space, equipment, etc.]. Our operating lease commitments are scheduled as follows:

- Year 1: [insert amount]
- Year 2: [insert amount]
- Year 3: [insert amount]
- Year 4: [insert amount]
- Year 5: [insert amount]
- Thereafter: [insert amount]

We believe that these operating leases are essential for supporting our ongoing business operations and growth objectives. The terms of these leases are consistent with comparable market agreements.

Please do not hesitate to reach out if you have any questions or require further information. We value your investment and commitment to [Company Name].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]