

Operating Lease Disclosure

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

In compliance with regulatory requirements, we are providing the following disclosure regarding our operating leases as of [Insert Date]:

Lease Summary

We have entered into operating lease agreements for the following assets:

- Asset Type: [Describe Asset], Lease Commencement Date: [Insert Date], Lease Term: [Insert Duration], Annual Lease Payment: [Insert Amount]
- Asset Type: [Describe Asset], Lease Commencement Date: [Insert Date], Lease Term: [Insert Duration], Annual Lease Payment: [Insert Amount]

Future Lease Payments

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

- Year 1: [Insert Amount]
- Year 2: [Insert Amount]
- Year 3: [Insert Amount]
- Year 4: [Insert Amount]
- Year 5: [Insert Amount]

Accounting Policy

We account for operating leases in accordance with [insert relevant accounting standards, e.g., IFRS 16 or ASC 842].

If you have any further questions or require additional information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]