

Operating Lease Disclosure

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Disclosure of Operating Lease for Tax Purposes

This letter serves to disclose the operating lease arrangements of [Your Company Name] for the fiscal year ending [Fiscal Year End Date].

Details of Operating Lease:

- **Lessee:** [Your Company Name]
- **Lessor:** [Lessor's Name]
- **Lease Agreement Date:** [Lease Start Date]
- **Lease Expiration Date:** [Lease End Date]
- **Property/Equipment Under Lease:** [Description of Property/Equipment]
- **Monthly Payment:** \$[Amount]
- **Total Lease Payments:** \$[Total Amount]

The lease is classified as an operating lease under [Relevant Accounting Standards], and payments made under this lease arrangement will be accounted for as lease expenses in our financial statements.

Should you have any questions or require further information regarding this operating lease disclosure, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]