

Annual Account Review Summary

Date: [Insert Date]

To: [External Auditor's Name]

[Audit Firm Name]

[Audit Firm Address]

[City, State, Zip Code]

Dear [External Auditor's Name],

We are pleased to provide you with a summary of our annual account review for the fiscal year ending [Insert Year]. This summary includes key financial highlights, significant changes, and relevant notes pertaining to our financial statements.

Financial Highlights

- Total Revenue: \$[Insert Amount]
- Total Expenses: \$[Insert Amount]
-
- Total Assets: \$[Insert Amount]
- Total Liabilities: \$[Insert Amount]

Significant Changes

[Briefly describe any significant changes in accounting policies, financial performance, or other relevant factors.]

Relevant Notes

1. [Note 1 - Description]
2. [Note 2 - Description]
3. [Note 3 - Description]

Please feel free to reach out if you require any additional information or clarification regarding our financial statements.

Thank you for your continued support and collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]