

Year-End Income and Expense Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Year-End Income and Expense Summary for [Year]

Dear [Recipient Name],

I hope this message finds you well. As we approach the end of the year, I am reaching out to provide a summary of my income and expenses for [Year]. This summary is intended to give you an overview of my financial activities throughout the year.

Income Summary

Source	Amount
[Source 1]	[\$Amount]
[Source 2]	[\$Amount]
[Source 3]	[\$Amount]

Total Income: [\$Total Income]

Expense Summary

Category	Amount
[Category 1]	[\$Amount]
[Category 2]	[\$Amount]
[Category 3]	[\$Amount]

Total Expenses: [\$Total Expenses]

Net Income: [\$Net Income]

If you have any questions or need further details, please feel free to reach out. Thank you for your continued support.

Sincerely,
[Your Name]
[Your Contact Information]