

Financial Year Closure Notification

Date: [Insert Date]

Dear [Recipient's Name],

As we approach the end of the financial year on [Insert Financial Year End Date], we would like to inform you about the upcoming closure of our financial accounts. This process is essential for us to accurately assess our financial position and ensure compliance with regulatory requirements.

Please take note of the following important dates:

- Last date for submitting invoices: [Insert Date]
- Final payments will be processed by: [Insert Date]
- Closure of financial accounts: [Insert Date]

We appreciate your attention to this matter and encourage you to reach out should you have any questions or require additional information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]