

# Financial Disclosure Announcement

Date: [Insert Date]

To: [Insert Recipient's Name]  
[Insert Recipient's Title]  
[Insert Company Name]  
[Insert Company Address]

Dear [Recipient's Name],

We are writing to formally announce the upcoming earnings call for [Company Name]. The details of the call are as follows:

- **Call Date:** [Insert Date]
- **Time:** [Insert Time] [Insert Time Zone]
- **Dial-in Number:** [Insert Dial-in Number]
- **Access Code:** [Insert Access Code]
- **Webcast Link:** [Insert Webcast Link]

During this call, we will discuss our financial results for the [insert period, e.g., "third quarter of 2023"], providing insights into our performance, operational highlights, and outlook for the future.

Please note that this call will be recorded. A replay will be available shortly after the conclusion of the call.

We look forward to your participation and appreciate your ongoing support of [Company Name].

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]