

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Auditor's Name]

[Auditor's Firm]

[Auditor's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are pleased to submit the financial statements for [Your Company Name] for the year ended [Date]. Attached are the financial statements, including the balance sheet, income statement, and cash flow statement.

Please let us know if you require any additional information or documentation for the audit process. We appreciate your attention to this matter and look forward to your feedback.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]