

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: IFRS Financial Statements for the Year Ended [Date]

We are pleased to submit our financial statements for the fiscal year ended [Date], prepared in accordance with International Financial Reporting Standards (IFRS). The financial statements include:

1. Statement of Financial Position
2. Statement of Comprehensive Income
3. Statement of Changes in Equity
4. Statement of Cash Flows
5. Notes to the Financial Statements

These statements provide a true and fair view of our financial position and performance for the year and comply with all applicable IFRS requirements. Should you have any queries or require further information, please do not hesitate to contact me directly.

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Title]
[Your Company]