

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Related Party Disclosures under IFRS

We are writing to provide information regarding our related party disclosures in accordance with International Financial Reporting Standards (IFRS). These disclosures aim to enhance transparency and provide stakeholders with essential insights into the nature and extent of our transactions with related parties.

1. **\*\*Identification of Related Parties\*\***

We recognize the following entities as related parties:

- [Name of Related Party 1] - [Nature of relationship]
- [Name of Related Party 2] - [Nature of relationship]
- [Name of Related Party 3] - [Nature of relationship]

2. **\*\*Transactions with Related Parties\*\***

The details of transactions conducted with related parties during the financial year are as follows:

- [Description of transaction 1] - Amount: [Amount] - Date: [Date]
- [Description of transaction 2] - Amount: [Amount] - Date: [Date]
- [Description of transaction 3] - Amount: [Amount] - Date: [Date]

3. **\*\*Outstanding Balances\*\***

The following balances with related parties are outstanding as of [Date]:

- [Description of balance 1] - Amount: [Amount]
- [Description of balance 2] - Amount: [Amount]

4. **\*\*Terms and Conditions\*\***

All transactions with related parties were conducted at arm's length, and terms and conditions are consistent with those applied in similar transactions with non-related parties.

We ensure that our financial statements comply with IFRS requirements, and maintain good governance practices, providing utmost transparency regarding our related party dealings. Should you require further details or clarification, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]