

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Lease Agreement Under IFRS

Dear [Recipient's Name],

We are writing to confirm the key terms and conditions of the lease agreement between [Your Company Name] and [Recipient's Company Name] in accordance with the International Financial Reporting Standards (IFRS).

1. ****Lease Agreement Details****

- ****Lease Start Date:**** [Start Date]
- ****Lease End Date:**** [End Date]
- ****Asset Description:**** [Description of the leased asset]
- ****Total Lease Payments:**** [Total amount]
- ****Payment Frequency:**** [Monthly/Quarterly/Annually]

2. ****Inception of the Lease****

The lease is classified as [Operating Lease/Finance Lease] based on [reason for classification according to IFRS 16].

3. ****Lessee Rights and Obligations****

- The lessee will have the right to [describe rights].
- Obligations include [describe obligations].

4. ****Contingent Rentals****

Any contingent rentals will be assessed and accounted for in line with [specific IFRS requirements].

5. ****Termination Rights****

The lease agreement includes the following termination rights: [describe termination rights].

Please let us know if there are any further details or modifications needed. We look forward to finalizing this agreement and your cooperation in adhering to IFRS standards.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]