

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit the financial statements for [Company Name] for the fiscal year ended [Date]. Enclosed are the following documents:

1. Balance Sheet
2. Income Statement
3. Cash Flow Statement
4. Statement of Changes in Equity

These statements provide a comprehensive overview of our financial performance and position during the specified period. Please review them at your convenience.

Should you have any questions or require further information, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]