

[Your Name/Title]
[Your Department/Organization Name]
[Address]
[City, State, Zip Code]
[Date]

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

Subject: Submission of Annual Financial Audit Documents for Fiscal Year [Year]

Dear [Recipient Name],

Please find enclosed the official financial audit documents for [Organization Name] for the fiscal year ending [Date]. These documents have been prepared and reviewed by [Auditing Firm Name] in accordance with applicable accounting standards and regulatory requirements.

The enclosed audit package includes:

- Independent Auditor's Report
- Audited Balance Sheet
- Income Statement / Statement of Financial Activities
- Statement of Cash Flows
- Notes to the Financial Statements
- Management Representation Letter

The audit provides a comprehensive overview of our financial position and confirms that the financial statements present a fair and accurate view of the organization's operations.

Should you require any further information or wish to discuss the findings presented in these reports, please do not hesitate to contact my office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]