

[Date]

[Recipient Name]

[Recipient Company/Title]

[Recipient Address]

[City, State, Zip Code]

Subject: Year-to-Date Profit and Loss Statement for [Business Name]

Dear [Recipient Name],

Please find enclosed the Year-to-Date (YTD) Profit and Loss Statement for [Business Name], covering the period from [Start Date] to [End Date].

This statement provides a summary of our business revenues, costs, and expenses incurred during the specified period. It reflects our current financial standing and operational performance for the fiscal year.

Financial Summary:

- Total Revenue: \$[Amount]
- Cost of Goods Sold: \$[Amount]
- Gross Profit: \$[Amount]
- Total Operating Expenses: \$[Amount]
- Net Income: \$[Amount]

I certify that the information contained in the attached statement is true and accurate to the best of my knowledge. If you require any additional documentation or have further questions regarding these figures, please do not hesitate to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Business Name]