

[Company Name]  
[Street Address]  
[City, State, Zip Code]  
[Date]

To: [Relevant Stakeholders/Audit Committee/Regulatory Body]  
From: [Name/Title]  
Subject: Disclosure of Subsequent Events

Dear [Recipient Name],

This formal disclosure is being provided to report significant events occurring between the date of the financial statements, [Financial Statement Date], and the date the financial statements were authorized for issue, [Issue Date].

**Event Description:**

[Provide a clear description of the event, e.g., a major business combination, litigation settlement, natural disaster, or significant change in capital structure].

**Date of Occurrence:**

[Insert Date]

**Financial Impact:**

[Provide an estimate of the financial effect, or a statement that such an estimate cannot be made].

**Classification:**

This event is considered a [Non-adjusting / Adjusting] event. Accordingly, the financial statements [have / have not] been adjusted to reflect this information.

Please contact [Name] at [Phone Number/Email] should you require further clarification regarding this matter.

Sincerely,

[Signature]

[Printed Name]  
[Title]