**Date:**

**To**

**[The Recipient Name]  
[Designation]**

**Re. Annual Report Covering for the Year-20XX**

Dear [NAME],

The letter has been written to highlight the main issues, events, happenings, surges, and declines in the company. For this purpose, the annual report for the year 20XX has been compiled and framed for a clear understanding.

The report has been attached to the letter, please find it in the annexure-I-XIV. The report has been kept precise and to the point. Most of the points have been indicated through graph lines, pictures, and balance sheets. Please do a thorough study of the report for a better understanding.

Overall, the year 20XX has been seen as a challenging year with a lot of hurdles and halts in the accomplishment of projects and conceiving bids and proposals due to shortfall of the economic decline, global inflation, deviation in market trends, and operational challenges due to coronavirus restrictions.

We aspire to do a lot more in the future for the coming year. The company has marked and put high and achievable goals for the future. We are committed to the delivery of quality than quantity and uplifting working standards. If you find anything erroneous or ambiguous in the report, please send our [POSITION] an email at [EMAIL ADDRESS]. We are happy to have your dedicated contributions to the company’s successes. Thank you.

Regards

[Your Name]