

xxx地址 address

Our Ref.: B0001

Attn.: ZZZ

Date : 12-13-2023

Dear ZZZ,

Submission of Audited Turnover Statement

1002. COCO , 杏花新城 (“The Premises”)

Please be reminded that the audited turnover statement for the period 3456363363 should be submitted by 12-13-2023.

Pursuant to Contact no11111 in the *Staff name222, *Contact no333

Kindly note that it is stated in the *Staff name222 Contact no11111 that if the Tenant shall fail to provide the certificate as above within the required period, the Landlord shall *Result of failing submission4444

In this connection, you are reminded to appoint registered Certified Public Accountants Firm to prepare the audited turnover statement in order to meet the requirement. Besides, the following note should be included to form a part of your submitted Audited Turnover Statement to confirm the compliance of the Lease.

*“Note: This statement is prepared in accordance with the “Gross Sales Turnover” definition as stipulated in Contact no11111 to the *Staff name222 entered into with the Corporation.”*

Should you have any queries, please feel free to contact our *Staff name5666 at *Contact no666.

Yours sincerely,

For Company Name-zzz

LOGO
預留屋苑